



**INDEPENDENT SCHOOL DISTRICT 196**  
**Community Education Aquatics Program**  
12900 Johnny Cake Ridge Road, Apple Valley, MN 55124  
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**Title: Water Safety Instructor and Water Safety Assistant**  
**Supervisor: Aquatic Coordinator, Swim Lesson Manager**

**Job Summary:**

Water Safety Instructors (WSIs) and Water Safety Aides (WSAs) will teach students swimming skills and water safety according to the curriculum and standards of the District 196 Community Education Aquatics Program.

**Qualifications:**

Water Safety Instructors (WSI) must have current American Red Cross Water Safety Instructor certification through duration of employment.

Water Safety Assistants (WSA) must be trained through the District 196 Community Swim Lesson training, by either taking a training course or participating in hands-on training.

WSIs and WSAs

1. Must have patience and persistence.
2. Must have strong leadership and public relations skills.
3. Must have sound decision-making skills.
4. Must have the ability to maintain self-control in stressful situations.
5. Are strongly recommended to have current CPR and First Aid certifications.

**Responsibilities:**

WSIs are responsible for guiding WSAs in the proper performance of instructor duties. WSAs must demonstrate willingness to learn and follow through on guidance provided by WSIs and managers.

WSIs and WSAs must:

1. Know, understand and follow all rules, policies and chain of command of the District 196 Community Education Aquatics Program.
2. Be responsible for safety of students and never leave a class unsupervised.
3. Communicate with customers in a professional manner. Refer any difficult situations to the manager.
4. Teach all classes according to the curriculum and standards of the District 196 Community Swim Lessons.
5. Ensure a positive learning environment while maintaining a sufficient level of class control.
6. Be familiar with the skills taught at each level of the Community Swim Lessons and follow lesson plans as provided. Variation from provided lesson plans is allowed, given permission of the Manager.
7. Assess abilities of students to ensure each student is placed in the appropriate level.
8. Demonstrate and evaluate skills, coordinating progress reports with Manager input.
9. Be in the water, getting fully wet, with all classes.
10. Provide each student with both positive and constructive feedback.
11. Keep accurate attendance records and follow-up with manager regarding student absences.
12. Arrive 25 minutes prior to the start of the first class on the first day and 10 minutes early on each succeeding day.
13. Start and end classes on time.

14. Meet state health department requirements for being in the pool. If injuries or open wounds prevent entering the water a substitute will be necessary.
15. Arrange for a qualified substitute for any absence.
16. Notify the Aquatic Coordinator as to the reason for an absence and provide the name of the qualified staff person who will substitute.
17. Take ownership of substitute shifts. If unable to work once committed to a substitute shift, take responsibility to find another substitute.
18. Be responsible for maintenance and storage of equipment.
19. Complete all paperwork as required.
20. Maintain a professional appearance at all times. This includes wearing the proper uniform. Swimsuits must be a solid color, either black or dark blue. Swimsuits for females must be one piece and for males must be trunk style.
21. Have a full working knowledge of the Emergency Action Plan (EAP) and assist when necessary.
22. Exercise basic precautions to prevent disease transmission.
23. Document all accidents and incidents immediately.
24. Notify the Manager when a potentially serious problem is noticed.
25. Attend all instructor in-services. Notify the Aquatic Coordinator if unable to attend. Make-up responsibilities must be completed in a timely fashion.
26. Provide the Aquatic Coordinator with Intent to Work information as requested. WSIs and WSAs are not to sign up to teach classes that they would be absent from more than once.
27. Complete all required employment records, including time sheets, in an honest and timely manner.
28. Perform miscellaneous tasks as assigned.
29. Instructors are not permitted to recruit participants in the District 196 Community Education Aquatics Program for personal business purposes.

### **Typical Physical Demands and Working Conditions:**

Swim Instructors must:

1. Observe all areas of the pool with clear vision.
2. Hear noises and distress signals in the aquatic environment.
3. Communicate effectively with people in normal, loud and stressful situations, including projecting one's voice across distance.
4. Be in water ranging from 80-90 degrees for several hours.
5. Support child and/or adult body weight in the water.