

CLASSIFICATION DESCRIPTION
Certified Lifeguard

<u>Title of Immediate Supervisor:</u> Principal	<u>Department:</u> School Operations	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:
Under general supervision, ensures the safety of students of the pool facility by preventing and responding to emergencies.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Maintains constant surveillance of students in the pool facility; acts immediately and appropriately to secure safety of students in the event of emergency.	Daily 40%
2.	Provides emergency care and treatment as required until the arrival of emergency medical services.	Daily 15%
3.	Presents professional appearance and attitude at all times, and maintains a high standard of customer service.	Daily 10%
4.	Performs various maintenance duties as directed to maintain a clean and safe facility.	Daily 10%
5.	Prepares and maintains appropriate activity reports.	Annually 5%
6.	Communicate and enforce all pool facility rules in a personable and professional manner.	
7.	Performs miscellaneous job-related duties as assigned.	Annually 5%

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
Requires a minimum of a high school diploma or GED with six months to one year experience directly related to duties and responsibilities specified. CPR Certified and First Aid Certified with current certification as a Lifeguard by a recognized source of training.

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Certification or Licensing Requirements (prior to job entry):

Current CPR –Infant/child and adult certification. Current First Aid certification. Current Lifeguard Certification.

The employee is responsible for maintaining above certifications and providing Human Resources with copies of current certifications.

Knowledge Requirements:

Requires knowledge of:

- Knowledge of CPR and emergency medical procedures.
- Knowledge of customer service standards and procedures.

Skill Requirements:

Skilled in:

- Ability to react calmly and effectively in emergency situations.
- Ability to follow routine verbal and written instructions.
- Accurate record keeping.
- Ability to maintain confidentiality regarding student information.
- Ability to continue training in health-related areas.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit			√	
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms			√	
Climb or balance			√	
Stoop/kneel/crouch or crawl			√	
Talk and hear				√
Taste and smell		√		
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Two person transfer over 50 lbs.		√		

General Environmental Conditions:

Work is performed under normal classroom in a pool facility conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

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General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally and/or a 25 pound amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. There may be an occasion where assisting an injured child to a cot or a wheelchair is required.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by

Draft 10/06/2014