

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE: 09/29/00
 LAST REVISION DATE: 10/03
 BAND & GRADE: B 3 1 7

POSITION TITLE : Aquatic Program Facilitator

IMMEDIATE SUPERVISOR: Robert Wagner, Director Community Education

 SUPERVISOR

 EMPLOYEE

Job Summary (Basic Purpose of Position)

Develop, implement, schedule and evaluate **Aquatic Programs**, including all age learn to swim program, general recreation and fitness classes serving our District and Region.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>A. 1.00 Coordinate/Facilitate Aquatic Programs 1.01 Develop and implement quarterly classes consistent and responsive to community needs. 1.02 Develop and implement daytime elementary Community Education Swim Program at the high school pool. 1.03 Collaborate and integrate the quarterly class schedules into all Community Education program activities. 1.04 Coordinate with the District Activity Director and Community Education office regarding the scheduling of Aquatic facilities. 1.05 Annual recruiting, interviewing and hiring all staff Aquatic programs.</p>	<p>B2</p>	<p>10%D 5%D 2%D 7%D 12%D</p>		<p>Understanding of District rules, regulations and administrative procedures. Organization and communication skills Work with general public, courteous and cooperative. Compiling and monitoring all information. Knowledge of District hiring procedures. Human resource skills.</p>	<p>1.01 Evidence exists on file. 1.02 Evidence of classes and correspondence on record. 1.03 Quarterly class schedule on file. 1.04 Schedule dates on District calendar. 1.05 Staff interviewed and hired.</p>
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REGULAR ROUTINE DUTIES List of Things to accomplish in Major Job Function.	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING DUTIES, SKILLS AND PERFORMANCE STANDARDS					
B. 2.00 Supervise and evaluate Community Education Aquatic classes and staff. 2.01 Monitor and track all Water Safety and Lifeguard certification files that all staff instructors are in compliance. 2.02 Supervise and evaluate all Community Education Aquatic staff's; Water Safety and Lifeguard instructors teaching classes. 2.03 Teach Aquatic classes, available to assist all staff when needed. (Most hold current; WSI, LGI, LFT, CPR and First Aid certifications in all areas.) 2.04 Council and report necessary information to students and parents regarding individual programs. 2.05 Develop and conduct quarterly inservice safety for all Community Education Aquatic staff. (consistent with National training standards.)	B2			Knowledge of WSI and Lifeguard certification requirements. Supervision and communication skills. Ability to teach, work with parents/children, all certification training up to date. Ability to communicate and speak effectively.	2.01 All Aquatic employees have valid and current Red Cross certification or license. 2.02 Instructors on task, class schedules timely, lessons taught appropriately and evaluations turned in quarterly. 2.03 Certifications on file and current. Aquatic classes taught successfully. 2.04 Progress reports on file. 2.05 Quarterly meetings conducted and understanding of National training standards met.
C. 3.00 Implement Support Services 3.01 Develop monthly open swim schedule. 3.02 Coordinate with District Activity Director, Building Principals and Community Education office regarding scheduling of Aquatic facilities. 3.03 Monitor and advise Community Education Director on all emergencies, program participation, staff and budget data. 3.04 Attend Community Education staff meetings and appropriate workshops (District, State and Federal.)	B2			Computer skills, scheduling and distribute. Knowledge of School District rules, regulations and administrative procedures. Accounting and budget skills.	3.01 Swim schedule done monthly and accurate. 3.02 Facility schedule accurate, on file. 3.03 Budget and deposits are correct completed in a timely manner. 3.04 Attendance regular.

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3.05 Coordinate inventory and purchase necessary equipment, repairs and supplies. 3.06 Collect, compile and report quarterly participation and evaluation reports to Community Education Director. 3.07 Develop program guidelines as needed.		2%D 5%D 2%D			3.05 Inventory exists, is maintained and accurate. 3.06 Reports timely and on file. 3.07 Evidence on file.