

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

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

POSITION TITLE Aquatics Program Facilitator

IMMEDIATE SUPERVISOR Community Education Coordinator

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.

SUPERVISOR

EMPLOYEE

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?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Coordinate/Facilitate Aquatic Programs	B2				
1.01 Develop and implement quarterly classes consistent and responsive to community needs.		10%D		Understanding of District rules, regulations and administrative procedures.	1.01 Evidence exists on file.
1.02 Develop and implement daytime elementary Community Education Swim Program at the high school pool.		5%D		Organization and communication skills.	1.02 Evidence of classes and correspondence on record.
1.03 Collaborate and integrate the quarterly class schedules into all Community Education program activities.		2%D		Work with general public, courteous and cooperative.	1.03 Quarterly class schedule on file.
1.04 Coordinate with the District Activity Director and Community Education office regarding the scheduling of Aquatic facilities.		7%D		Compiling and monitoring all information.	1.04 Schedule dates on District calendar.
1.05 Annual recruiting, interviewing and hiring all staff Aquatic programs.		12%D		Knowledge of District hiring procedures.	1.05 Staff interviewed and hired.
2.00 Supervise and evaluate Community Education Aquatic classes and staff.	B2			Human resource skills.	
2.01 Monitor and track all Water Safety and Lifeguard certification files that all staff instructors are in compliance.		4%D		Knowledge of WSI and Lifeguard certification requirements.	2.01 All Aquatic employees have valid and current Red Cross certification or license.
2.02 Supervise and evaluate all Community Education Aquatic staff; Water Safety and Lifeguard instructors teaching classes.		15%D		Supervision and communication skills.	2.02 Instructors on task, class schedules timely, lessons taught appropriately and evaluations turned in quarterly.

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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.)		4%D		Ability to teach, work with parents/children, all certification training up to date.	2.03 Certifications on file and current. Aquatic classes taught successfully.
2.04 Council and report necessary information to students and parents regarding individual programs.		4%D		Ability to communication and speak effectively.	2.04 Progress reports on file.
2.05 Develop and conduct quarterly in-service safety for all Community Education Aquatic staff. (Consistent with National training standards.)		6%D			2.05 Quarterly meetings conducted and understanding of National training standards met.
3.00 Implement Support Services	B2				
3.01 Develop monthly open swim schedule.		6%D		Computer skills, scheduling and distribute.	3.01 Swim schedule done monthly and accurate.
3.02 Coordinate with District Activity Director, Building Principals and Community Education office regarding scheduling of Aquatic facilities.		10%D		Knowledge of School District rules, regulations and administrative procedures.	3.02 Facility schedule accurate, on file.
3.03 Monitor and advise Community Education Director on all emergencies, program participation, staff and budget data.		4%D		Accounting and budget skills.	3.03 Budget and deposits are correct and completed in a timely manner.
3.04 Attend Community Education staff meetings and appropriate workshops (District, State and Federal).		2%D			3.04 Attendance regular.
3.05 Coordinate inventory and purchase necessary equipment, repairs and supplies.		2%D			3.05 Inventory exists, is maintained and accurate.
3.06 Collect, compile and report quarterly participation and evaluation reports to Community Education Director.		5%D			3.06 Reports timely and on file.
3.07 Develop program guidelines as needed.		2%D			3.07 Evidence on file.