

## Sweetwater Union High School District

### SWIMMING POOL FACILITATOR

#### **Purpose Statement**

The job of Swimming Pool Facilitator is done for the purpose/s of facilitating and overseeing the operation and maintenance of a site swimming pool; assisting in the planning and coordination of all community groups, classes and special activities offered at the site swimming pool; ensuring assignments are completed in a safe, proper and timely manner and supervising assigned workers.

#### **Essential Functions**

- Assists in the supervision and instruction of the water safety and pool programs (e.g. life saving, swimming, diving, and competitive swim programs, aquatic equipment needed for swim classes, etc.) for the purpose of ensuring compliance with all administrative, state and/or federal requirements related to pool safety.
- Coordinates a variety of activities (e.g. assigned hourly aquatic staff, aquatic activities at assigned pool facility, instructional periods, etc.) for the purpose of meeting district requirements.
- Inspects pool and surrounding areas (e.g. chemicals, temperature, maintenance, etc.) for the purpose of ensuring safety, care of the facility and equipment, and proper clarity, temperature, and chemistry as required by state regulations.
- Monitors students, staff, and /or other individuals in and/or around the pool for the purpose of enforcing rules, regulations and provisions concerning the conduct of persons using the swimming facility.
- Oversees aquatic staff (e.g. planning/scheduling/coordinating activities, training, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.
- Maintains a variety of reports on the aquatic operations and activities for the purpose of providing an up-to-date reference and/or complying with mandated requirements.
- Researches aquatic equipment needs (e.g. getting quotes, contacting vendors, etc.) for the purpose of providing direction for meeting the district's goals and objectives.
- Prepares reports, documents and other written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Supports assigned certificated personnel for the purpose of providing assistance with their teaching functions.
- Assists in the budget preparation (e.g. monitoring expenditures, preparing cost estimates, submits justification for budget items, etc.) for the purpose of ensuring compliance with budgetary constraints and monitoring expenditures.
- Responds to inquiries from a variety of sources (e.g. parents, teachers, community, staff, etc.) for the purpose of determining and implementing appropriate actions required to resolve situation related to the aquatic program.

#### **Other Functions**

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing life saving techniques; instructing water safety, swimming and diving classes; operating pool maintenance equipment; maintaining sanitation and safety in pool operation area/s; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: basic procedures for chemical tests of water purity and alkalinity; state and local laws governing pools; pool safety practices, water hazards, life saving techniques; and cardiopulmonary resuscitation methods; and principles and procedures of record keeping.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups both orally and written; meeting deadlines and schedules; setting priorities; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent, supplemented by courses in water safety; and three years of experience as lifeguard and/or swimming instructor.

**Required Testing**

None Specified

**Certificates & Certificates**

Water Safety Instructor Certificate  
Advanced First Aid Card  
Cardiopulmonary Resuscitation Card (CPR)

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background Clearance.

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

**Paraprofessional Job Description**  
Adopted by BOT 2/19/13

**Salary Range: 48**