



Job Title: Coordinator – Aquatic Sports

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to supervise and coordinate all aquatic sports associated with the use of the pool at Washington High School and to encourage community use and community support for the aquatic sports program for the District.

ESSENTIAL JOB FUNCTIONS

- Monitors all pool health safety and operation standards and procedures.
- Establishes and posts all health, safety, and operation standards and procedures.
- Prepares pool budget and submits to Principal for approval.
- Requisitions, receives, and accounts for all supplies and materials needed to manage the pool.
- Performs facility, pool, deck, and equipment maintenance.
- Performs weekly, monthly, and yearly pool area and pump room preventative maintenance.
- Schedules high school and feeder schools for pool utilization.
- Schedules and manages all swim meets at the Washington Aquatic Center (WAC).
- Manages all school related meets at WAC.
- Builds into schedule time for pool repair and renovation.
- Prepares and submits work orders to appropriate department for pool and equipment repair.
- Works with all facets of the community to provide pool time for projects, meets and other organizational uses of the pool, when pool time is available.
- Meets with community clubs and organizations regarding pool use.
- Works with the Florida High School Athletic Association (FHSAA) to schedule meets and activities as needed.
- Communicates effectively with staff and others to provide quality use of facilities.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Participates in aquatic workshops and training sessions as required and/or necessary.
- Prepares all required reports and maintains all appropriate records.

- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution in Administration and Supervision, Educational Leadership, Curriculum and Instruction, Physical Education, or Recreation and Leisure Sports.
- Possess a valid Florida Certificate with certification in Physical Education or Recreation.
- Minimum of five (5) years of successful experience as a teacher, instructor, or trainer involved in skill development.
- Must be qualified as a First Aid Instructor.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of water safety regulations, competitive swim and dive regulations, and environmental and health regulations for a public pool.
- Requires the ability to display training and knowledge in first aid, CPR, and water rescue.
- Requires the ability to create and manage large pool activities.
- Requires the ability to display knowledge of the operation of pool equipment and chemical use.
- Requires the ability to work with various community groups.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively both orally and in writing.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use or repair small/light equipment, such as power tools, medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

PHYSICAL DEMANDS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval:

Date of Revision: