

# Red Wing Public Schools Position Description

## Aquatics Specialist

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### General Information

Department: Instructional/Aquatics  
Unit: Non-Classified Personnel  
Immediate Supervisor: Middle School Principal/Community Education & Recreation  
Grade Placement: 16/700  
FLSA Status: Exempt

### Position Summary

The Aquatics Specialist aids the school district in providing programming for students, and supervises safe utilization of the pool.

### Essential Duties and Responsibilities

1.	Supervise Twin Bluff Pool during the school day
2.	Responsible for the design, development, implementation, and evaluation of the aquatics program
3.	Collaborate with educators on implementing aquatics programming
4.	Research, develop, and implement new aquatics programming
5.	Evaluate programming and recommend changes as necessary
6.	Provide oversight and updating to program processes
7.	Oversee risk management, training and safety needs of the aquatics program; assess equipment and make recommendations for repair or replacement
8.	Maintain accurate and complete program records
9.	Be a positive role model for respectful behavior and problem-solving strategies
10.	Adhere to staff and program guidelines and district procedures and policies
11.	Maintain current certification as a lifeguard
12.	Demonstrated prompt, regular and reliable attendance
13.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

### Required Education, Training, and Work Experience

#### Required Education / Training:

- Currently certified or the ability to obtain Red Cross Lifeguard certification

- High school diploma or equivalent.
- Experience leading, planning and implementing a community/school aquatics programming
- Knowledge of all American Red Cross swimming levels/skills, water fitness courses, life saving techniques swimming lessons
- Ability to promote, organize, and direct aquatics programming to various participants
- Proven leadership skills with both youth and adults
- Strong organizational skills with ability to successfully manage programs/projects
- Ability to work with various age groups
- Ability to effectively communicate both verbally and in writing
- Ability to develop and maintain positive relationships with class participants, staff and community members
- Ability to work with independently and ability to resolve disputes and programs effectively
- Ability to understand and follow data privacy rules and regulations

**Essential Skills Required to Perform the Work:**

- Constantly required to move and interact with students in and outside a swimming pool including standing, walking, sitting, stooping, bending, kneeling, pushing, pulling and reaching with hands and arms.
- While performing the duties of this job, the employee is regularly required to talk, hear, lift, use hands for fingering, grasping and feeling, wrists, hands and/or fingers for repetitive motions or computer use.
- The employee must frequently lift, move and/or carry up to 30 pounds.
- The employee is occasionally required to lift and/or move up to and over 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Degree Information: Bachelor's Degree preferred, High School Diploma or GED required**

**Major Field of Study or Degree Emphasis: Education, recreation, community education or related field preferred**

**Required Work Experience: Experience working in aquatics and with students and adults.**

**Licenses/Certifications Required: Red Cross Lifeguard Certification or ability to obtain. Valid driver's license.**

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl				X
Talk or hear				X
Taste or smell		X		
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

## Classification History and Approval

Created (Date Created or Revised):