

**School District of Phillips  
Administrative Staff Position Description**

| Position Title   | Date Revised | Board Policy |
|------------------|--------------|--------------|
| Aquatic Director | 4/10/2019    | 243          |

Administrative Unit: Aquatics, Safety and Wellness

Immediate Supervisor: High School Principal

**BASIC FUNCTIONS AND RESPONSIBILITIES**

- Directs a wide range of aquatic programs for district students, staff, and surrounding community members. Program development and implementation includes consideration of safety and health codes, marketing pool brand and identity, serving the various populations of pool patrons, and managing aquatic staff, including recruitment and selection, scheduling, training, and evaluation. Determine pool business administration practices including maintaining records, updating policies, and overseeing cash deposits. Serve as liaison between District and Phillips Area Aquatic Foundation, working to create short and long-term plans related to program and maintenance. Provide health and safety instruction for district employees and community.

**ESSENTIAL JOB FUNCTIONS**

1. Health and Safety

- Works with Facilities Manager and custodial staff to maintain regulations and conditions at or above the standards set by the State Department of Health and Family Services.
- Assists with issues of water clarity, chemistry and temperature, pool security, and air comfort.
- Instructs district employees in CPR, AED, and First Aid in order to meet the requirements of district contracts, and maintains records for all staff.

2. Human Resources

- Directs the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the pool staff.
- Assists in the orientation of new personnel and substitutes.
- Assists in facilitating a comprehensive program of in-service for pool staff.
- Supervises and evaluates staff as to their job performance.
- Assigns and adjusts the working load of staff to meet District needs.

- Informs the High School Principal of staff additions and/or deletions as necessary. Confers with High School Principal regarding major changes.

### 3. Program Development

- Responsible for the over-all educational process, welfare, and safety of participants in pool activities.
- Assures programs and/or special events are created and implemented in the areas of swim instruction, health and fitness, safety, and recreation.
- Organizes and supervises all pupil registration processes for aquatic programs.
- Evaluates programs utilizing feedback from users, staff, and parents in order to make improvements on existing programs and to develop new concepts.
- Maintains appropriate student conduct and enforces discipline as necessary, respecting due process of the rights of students.
- Provides swimming and fitness instruction.

### 4. Wellness

- Administer District employee wellness program and any related grants.
- Offer a home school aquatic program.
- Develop a personal training program, including opportunities for individualized and group work-outs.
- Create a corporate membership program and generate interest in increased memberships.
- Coordinates and oversees community use of the pool, including working to continually develop new partnerships.
- Implement a fitness incentive program.

### 5. Public Relations

- Serves as a liaison to the Phillips Area Aquatic Foundation.
- Maintains good public relations with the community and utilizes community resources to enrich the learning process.
- Create and utilize a pool marketing plan, including general and program-specific press releases, brochures, program fliers, period mailings, newsletter articles, and special promotions.
- Supports and promotes The Phillips WAVE swim team.
- Works to increase pool rental opportunities.

### 6. General Administrative

- Provides periodic reports to the Board regarding swimming programs, pool usage, pool finances, etc. and charts and communicates progress toward pool goals.
- Oversees total pool operation, including but not limited to, budgetary development, operating procedures, and the administration of staff for the pool program, including maintenance and facility operations.
- Supervises the maintenance, security, and confidentiality of accurate records on

the progress and attendance of all students as such relates to pool programs, including summer swimming.

- Is responsible for all such records and reports as mandated by law and required by the Department of Public Instruction.
- Develops and maintains a Handbook for all aspects of Phillips Community Pool operations.
- Plans and supervises drills for emergency preparedness.
- Attends meetings of the Board and its committees as needed.
- Determines and coordinates transportation needs relative to pool use.
- Maintains and archives all required tests, records, and MSDS information.

### **SUPERVISION RECEIVED**

Administrative and functional supervision is received from the High School Principal.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of aquatic personnel.

### **QUALIFICATIONS, TRAINING, AND EXPERIENCE**

1. Bachelor's degree in Recreation, Physical Education, or related field, AND
2. Two or more years of progressively responsible professional level experience in program development and evaluation, business management, employee supervision, AND
3. Proficiency in MS Word, Excel, and Publisher are necessary, AND
4. Certified Pool Operator certification, AND
5. Certification in American Red Cross Lifeguard Training Instructor, Water Safety Instructor, CPR/AED and First Aid Instructor, and in Lifeguarding, CPR, AED, and First Aid, AND
6. Strives to advance professionally through such activities as university course work, seminars, attendance at conferences, and membership in professional organizations, OR
7. An equivalent combination of education and experience from which comparable knowledge and ability can be acquired as necessary.

### **ESSENTIAL APTITUDES, SKILLS, KNOWLEDGE, AND PERSONAL CHARACTERISTICS**

1. Professional in all aspects of public relations, management and administration.
2. Demonstrate interpersonal relations of fairness, good judgment, tactfulness, and works for the respect, cooperation, interest, and enthusiasm of pupils, staff, and public.
3. Demonstrates ingenuity and creativity through unique utilization of staff and facilities.

4. Communicates information clearly and regularly to appropriate groups and individuals.
5. Establishes and maintains a quality learning environment through his/her supervisory style.
6. Marketing and business acumen necessary to successfully operate the facility and maintain client base.
7. Experience in the development and implementation of policies and procedures.
8. Ability to handle complex administrative situations and problems.
9. Demonstrates strong conflict management skills.
10. Ability to lead and coordinate both with and without direct reporting relationship.
11. Ability to think and plan strategically, and integrate and align the work of teams, departments and units.
12. Success and commitment as a team player, including the ability to engage in win-win thinking and to foster consensus.
13. Flexibility, including the acceptance of and willingness to change.
14. A commitment to the mission, purposes and values of the District.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

*Approved: 08/18/08*  
*Revised 4/10/2019*