

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### COORDINATOR III – AQUATIC SPORTS

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Administration and Supervision, Educational Leadership, Curriculum and Instruction, Physical Education or Recreation and Leisure Sports.
- (2) Possess a valid Florida Certificate with certification in Physical Education or Recreation.
- (3) Minimum of five (5) years successful experience as a teacher, instructor or trainer involved in skill development.
- (4) Must be qualified as a First Aid Instructor.
- (5) 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:

Knowledge of water safety regulations, competitive swim and dive regulations and environmental and health regulations for a public pool. Possess training and knowledge in first aid, CPR and water rescue. Ability to create and manage large pool activities. Knowledge of the operation of pool equipment and chemical use. Ability to work with various community groups. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

High School Principal

#### JOB GOAL

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.

#### SUPERVISES:

All Aquatic Staff (Pool Attendants and Teachers)

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Monitor all pool health safety and operation standards and procedures.
- \* (2) Establish and post all health, safety and operation standards and procedures.
- \* (3) Prepare pool budget and submit to Principal for approval.
- \* (4) Requisition, receive and account for all supplies and materials needed to manage the pool.
- \* (5) Schedule high school and feeder schools for pool utilization.
- \* (6) Schedule and manage all swim meets at the Washington Aquatic Center (WAC).

**COORDINATOR III – AQUATIC SPORTS (Continued)**

- \* (7) Manage all school related meets at WAC (High School meets, school meets, not U. S. S., YMCA and Summer league meets).
- \* (8) Build into schedule time for pool repair and renovation.
- \* (9) Prepare and submit work orders to appropriate department for pool and equipment repair.

**Inter / Intra-Agency Communication and Delivery**

- \*(10) Work 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.
- \*(11) Meet with community clubs and organizations regarding pool use.
- \*(12) Work with the Florida High School Athletic Association (FHSAA) to schedule meets and activities as needed.
- \*(13) Communicate effectively with staff and others to provide quality use of facilities.
- \*(14) Keep supervisor informed of potential problems or unusual events.
- \*(15) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \*(16) Demonstrate initiative in the performance of assigned responsibilities.
- \*(17) Provide for a safe and secure workplace.
- \*(18) Model and maintain high ethical standards.
- \*(19) Follow attendance, punctuality and proper dress rules.
- \*(20) Maintain confidentiality regarding school matters.
- \*(21) Maintain positive relationships with staff and vendors.
- \*(22) Participate in aquatic workshops and training sessions as required and/or necessary.

**System Support**

- \*(23) Prepare all required reports and maintain all appropriate records.
- \*(24) Follow all School Board policies, rules and regulations.
- \*(25) Exhibit interpersonal skills to work as an effective team member.
- \*(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

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.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 06**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 7**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**