



Job Description

Title:

Aquatics Learning Coordinator

Qualifications:

- Must hold or be eligible to obtain a valid Wisconsin Physical Education teaching license
- Adaptive Physical Education license preferred
- Must hold or be able to obtain Lifeguard and Lifeguard Instructor (LGI) certifications
- Must hold or be able to obtain a Water Safety Instructor (WSI) certification
- Certified Pool Operator (CPO) certification preferred

Reports To:

District Administrator

Basic Function:

The Aquatics Learning Coordinator is responsible for the comprehensive oversight of the district's aquatic programming and facilities. In collaboration with the Activities & Pool Director and the Community Education Program Coordinator, this position ensures the effective operation of all aquatic activities, promotes safety, and provides quality programming for students and community members. Key duties include staff supervision, training coordination, program development, and facility management.

Performance Responsibilities:

- Participate in the recruitment and hiring of lifeguards and program instructors
- Set clear performance expectations and provide regular feedback to staff
- Lead in-service trainings to enhance staff preparedness and safety knowledge
- Ensure all aquatic staff maintain current certifications appropriate to their roles
- Distribute facility updates, emergency action plans, certifications, and policies to staff
- Create and manage pool staff schedules
- Maintain all required personal certifications and credentials
- Provide on-site supervision and support to pool staff during operational hours
- Assist with teaching physical education units involving the pool
- Design developmentally appropriate programs for community members of all ages
- Provide timely schedules and program offerings for publication
- Collaborate with the Community Education Program Coordinator on marketing and outreach efforts
- Foster strong public relations and community engagement regarding aquatics offerings
- Offer CPR, First Aid, Lifeguard, and Water Safety Instructor training to the public

- Stay current with industry best practices and trends in aquatics education
- Conduct regular performance evaluations for all pool staff
- Support building safety and security procedures as needed
- Serve as a lifeguard or instructor when necessary to ensure shift coverage
- Positively represent the school district in all community interactions
- Coordinate with the Pool Director and Building & Grounds staff to maintain pool safety and chemical standards
- Ensure compliance with all applicable state codes and aquatic facility regulations
- Manage program registration and assign instructors and students to classes
- Review and respond to lifeguard reports and incident documentation
- Oversee the procurement of supplies for daily pool operations
- Track and deposit all funds collected through aquatics programming
- Develop and distribute program materials as needed
- Perform other duties as assigned by the District Administrator

Terms of Employment:

This is a 12-month position. Salary and terms will be determined by the Board of Education. The employee must remain free from the use of alcohol or illegal substances in the workplace, in accordance with district policy.

Evaluation:

Performance will be evaluated annually in accordance with Board of Education policy regarding administrative personnel evaluations.

Adopted – 4/8/2025