

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/ Operations

TITLE: AQUATICS COORDINATOR

QUALIFICATIONS:

1. Valid Substitute Certificate or eligibility;
2. Minimum of four (4) years of experience in a structured swimming program;
3. Possess current and valid lifeguard and water safety instructor's certificate issued by American Red Cross;
4. Possess a current and valid CPR certification including adult, child, infant, obstructed airway training and AED issued by the American Red Cross or other certified water safety company;
5. Possess a valid Certified Pool Operator's certification issued by the American Red Cross or other certified water safety company;
6. Valid New Jersey Driver's license;
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
8. Strong communication and interpersonal skills
9. Provide proof of citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and

REPORTS TO: Business Administrator / or Designee

JOB GOAL:

Plans, develops and promotes a school community and recreational program of swimming and water safety activities under the direction of the Business Administrator or designee.

PERFORMANCE RESPONSIBILITIES:

1. Plans, develops and promotes a school/community wide program of swimming instructions;
2. Plans, develops and promotes a community-wide program of swimming activities of recreation and water safety;
3. Emphases planning, promoting and development of water safety and swimming instructions;
4. Supervises, trains assists with evaluations and advises assigned staff;
5. Coordinates the operation, schedule and maintenance of the indoor swimming facility;
6. Organizes and participates in promotional activities created to develop the public's interest in the swimming program;
7. Keeps current the required certifications of lifeguards and water safety instructors by arranging in-service training'
8. Acts as the district liaison for the swimming and water safety programs with other schools;

DATABASE COORDINATOR (Continued)

9. Maintains district records and files related to the aquatics programs;
10. Knowledgeable in the operation of pool timing systems and related technology'
11. Perform such additional duties and activities the Superintendent may find appropriate and acceptable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 12-month employee, salary determined by Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville Board of Education

Date: August 11, 2020

Revised:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees
N.J.A.C. 6A:32-6 School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.