Job Title: Aquatics Assistant
Department/Group: Aquatics/Teaching Assistant

Position Summary/Purpose: Under the direct supervision of the teacher and Aquatics Coordinator, the Aquatics Assistant (Swim Aide) provides instructional support during swim lessons, helps maintain a safe and inclusive learning environment, and supports all organizational and administrative aspects of the district's aquatics programs. This role is instrumental in promoting water safety, assisting multilingual learners, and coordinating logistics for swim activities at both the elementary and middle school levels.

Starting Hourly Rate: $21+ per hour, commensurate with experience.

Benefits:

- 88-90% Board Paid Medical Insurance of *ANY* Available Plan
- 100% Board Paid Single Dental Insurance
- 100% Board Paid Life Insurance (annual salary)
- Flex Savings Accounts
- Sick and personal days

Role and Responsibilities / Essential Job Functions:

- Instruct or coach individuals and groups in swim fundamentals, safety, and technique
- Monitor students for safety and ensure the proper use of all swim equipment
- Explain and enforce pool safety rules and expectations
- Support lesson planning and adjust instruction to accommodate various learning levels
- Assist with setup and takedown of pool equipment, including lane lines and teaching aids
- Label, distribute, and collect payment for swim caps and goggles
- Communicate with school staff and families regarding swim schedules and requirements
- Collect and track permission slips for elementary and middle school students
- Identify and mark students with medications, IEPs, BIPs, or 504 plans; print relevant documents.
- Enter and manage student data in ECRA and ARC documentation systems
- Develop and share rosters, attendance sheets, and instructional materials with teachers
- Translate handouts and learning tools into Spanish, French, Haitian Creole, Polish, Russian, and other languages as needed
- Distribute visual swim aids and bilingual "cheat sheets" to support student engagement
- Prepare and distribute achievement sheets and level checklists
- Create and maintain Google Sheets and communication emails for swim programs
- Manage laundry related to swim activities during and after school
- Perform other duties as assigned appropriate to the position

Preferred Skills:

- Ability to communicate effectively and work collaboratively with staff, students, and families
- Strong organizational skills and attention to detail
- As a multi-language district, we always prefer staff who are bilingual but it is not required for this position

Qualifications and Education Requirements:

- Red Cross Certified Lifeguard
- CPR and AED Certified
- Paraprofessional License required
- Water Safety Instructor (preferred or willingness to obtain)
- Certified Pool Operator (preferred or willingness to obtain)
- American Red Cross First Aid/CPR/AED Instructor (preferred)

Working conditions / Environment:

Physical Demands: Walk, bend, twist, squat, stoop, reach above head, reach forward, jump, swim, lift up to 25 pounds, push and pull, visual acuity (close/distance/depth perception), hearing to receive information, verbal communication to exchange information, standing and walking for prolonged periods of time

Environmental Conditions: Indoor climate-controlled swimming pool deck and pool water environment

Examples of Equipment/Supplies Used to Perform Tasks: Lifeguard equipment (reach poles, flotation devices), paddle boards, swim aids, laundry equipment, instructional handouts

FLSA Status: Non-Exempt

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