

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**LIFEGUARD/SWIM INSTRUCTOR**

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**Purpose Statement:**

The job of Lifeguard/Swim Instructor is done for the purpose/s of serving as lifeguard and swim instructor at school and recreational events; instructing aquatics classes; maintaining a sanitary and safe swimming pool and deck; and complying with mandated health requirements. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

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**Essential Functions**

- Assists in maintaining water quality levels for the purpose of complying with mandated safety and health requirements.
- Assists in organizing and publicizing activities (e.g. swim lessons, pool hours, schedules, placement of students in swim levels, posting notices, etc.) for the purpose of promoting the use of the swimming pool.
- Cleans facilities (e.g. swimming pool, deck, etc.) for the purpose of maintaining a sanitary and safe condition.
- Collects money for the purpose of completing transactions in accordance with established guidelines.
- Enforces safety and health rules on pool deck and surrounding areas for the purpose of ensuring safety of patrons, staff, and pool facilities.
- Evaluates situations involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Instructs students in basic swimming and/or aquatics classes for the purpose of meeting physical education requirements.
- Monitors students and patrons in the pool area for the purpose of maintaining discipline and order and/or ensuring the safety of students and patrons.
- Monitors swimming pool grounds for the purpose of ensuring the safety and welfare of students.
- Prepares written materials (e.g. bank deposits, notices, advertising, reports, instructional materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides instruction in first aid for the purpose of ensuring that District graduation requirements are met.
- Rescues persons in distress for the purpose of ensuring the safety of students, patrons and staff.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; methods of industrial cleaning; handling hazardous materials; and safety practices and procedures; rescue; rescue breathing; CPR and First Aid.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; applying emergency procedures in event of accident or injury; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, and 34% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

CPR/First Aid Certificate  
Water Safety Instructor Certification  
Basic Water Safety Card  
Emergency Water Safety Card

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit II 31