Para-Educator
Lifeguard

Reports To: Building Administrator **Bargaining Unit:** Wenatchee Assoc. of PSE
Salary Schedule: A **EEO Class:** 3
FLSA Status: Hourly **Review Date:** November 2019

Summary:
Under the direction of the Aquatics Coordinator and/or the classroom teacher performs a variety of tasks related to the instructional program to enhance learning experiences in an Aquatic setting. Provides instructional support and student supervision as needed.

Essential Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Performs as rescuer and caregiver in emergency situations.
- Performs as a lifeguard in rotation throughout the school day.
- Recognizes and prevents potential aquatic accidents.
- Communicates and educates students and pool users regarding pool rules and their importance.
- Reports problems to the Aquatics Coordinator, classroom teacher or Building Administrator.
- Provides instructional support during swimming instruction including teaching swim lessons.
- Provides support for general pool operation as needed.
- Assists in program evaluations.
- Assists certificated staff in conducting activities to enhance learning opportunities for students.
- Works in small group instruction or may works individually with students, as directed.
- Prepares materials for student use and administers and scores tests, as directed.
- Attends all staff training sessions and meetings.
- Performs other duties as assigned.

Qualifications:
- High School Graduate or equivalent.

- Must have First Aid/CPR and AED certificates (Washington State accepted certificates) or ability to obtain.
- Lifeguard Certificate (Washington State accepted certificates).
- HIV/AIDS Hepatitis B training or equivalent.
- Knowledge of water safety and accident prevention.
- Knowledge in instruction of swimming lessons.
- Ability to interact positively with students, staff, and community.
- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.
- Must be 21 years of age or older.
- Swimming instruction experience preferred.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk to hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 50 pounds or more.

- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
- Employee is frequently required to hear and recognize emergency situations and take effective course of action.
- Must possess the ability to continuously maintain physical fitness and perform emergency rescue and lifesaving procedures.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and pool mechanical systems. The employee is exposed to indoor pool conditions and exposure to fumes, toxic or caustic chemicals.
- May be wet for extended periods of time.
- The noise level in the work environment is usually quiet while in the office area and moderately loud when in the facility.
- This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situations where a professional attitude will be required.

_____   _____
Employee Name   Review Date

_____   _____
Employee Signature   Supervisor