

## **LIFEGUARD/INSTRUCTIONAL ASSISTANT**

### **DEFINITION**

Under the supervision of an administrator and/or teacher, prevents accidents and protects life by monitoring activities in swimming pool areas; enforces rules and regulations; performs a variety of instructional activities; assists the classroom teacher in presenting intensified learning experiences; performs supportive tasks for instructional personnel; performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- supervises and monitors the activities of swimmers in and around a pool to see that the policies, rules and regulations are observed and that no hazard to safety is created
- rescues persons in distress or in danger of drowning
- helps in cleaning and maintaining the pool and its facilities and equipment
- assists with aquatic-related events including swimming meets and practices
- assists in preparing pool and closing pool
- answers inquiries and gives information to the pool, its facilities, and swimming
- performs minor repair and maintenance of pool accessories and appurtenances
- assists in securing the pool
- warns swimmers of improper activities or dangers
- assists instructional personnel with the presentation of learning materials and instructional exercises
- tutors individual students and small groups of students in the classroom to reinforce activities
- monitors and assists students in drill, practice and study activities as a reinforcement of instructional concept presentation
- guides students into safe learning activities
- assists in shaping appropriate social behaviors
- assists in the management of student behavior through the use of positive strategies and techniques
- prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students
- maintains a variety of records and files, including confidential student records and information which may be of a privileged and sensitive nature
- operates and assists students in operating a variety of instructional media machines and equipment
- may administer and score a variety of general and/or criterion-referenced aptitude tests; record test results
- submit requisitions, store and maintain an appropriate inventory of textbooks, instructional materials, supplies and equipment
- administers routine first aid to students and requests assistance for serious injury or illness
- administers first aid in the event of injuries after suspending swimming activity
- assists in maintaining an orderly, attractive and positive learning environment
- may participate in parent conferences and other student progress report activities
- may perform assigned duties in Spanish for bilingual positions

### **QUALIFICATIONS**

**Knowledge of:** Swimming pool life guarding practices and procedures; swimming pool rescue techniques and practices; first aid and CPR principles and practices; swimming pool safety regulations and practices; tutoring methods.

**Ability to:** Rescue swimming pool users in danger of drowning; administer first aid and CPR; use life lines, rings, and other aquatic safety equipment; communicate orally and establish and maintain cooperative relationships with those contacted in the course of work; understand and follow oral and written instructions; analyze situations carefully and adopt effective courses of action; establish and maintain cooperative working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 150 pounds of force to lift, carry, push, pull as it relates to the lifting of students in and out of the pool or otherwise move objects
- will divide time equally between sitting and standing; must be capable of bending at the waist, kneeling or crouching
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE**

**Education:** Verification of a High School diploma or a GED certificate; transcripts verifying two years of post secondary education (48 semester units or an AA degree); training or coursework in child growth and development, special education, instructional technology, or a closely related field is desirable.

**Experience:** One year of experience instructing and/or supervising others in athletic/recreational activities involving motor skills.

**License and Certificate Requirement:** Verification of a valid California Motor Vehicle Operator's license is required; a current and valid American Red Cross First Aid Certificate and CPR Certificate is required at time of employment and must be kept current as a condition of continued employment; verification of a current Senior Lifeguard Certificate and current Water Safety Instructor Certificate is required at time of employment and must be kept current as a condition of continued employment.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

