



Flour Bluff Independent School District Job Description

JOB TITLE: Aquatics Supervisor and Head Swim/Dive Coach

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Athletic Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Serves as Aquatics Coordinator and supervises all daily operations for the FBISD Natatorium. Coordinates all aquatics programs, activities and classes as well as serve as Head Swimming Coach. Coordinates FBISD programs following Texas Education Agency and University Interscholastic League policies and rules.

QUALIFICATIONS:

EDUCATION/ CERTIFICATION:

- Bachelor's Degree from an accredited university, Master's preferred
- Certification as per Texas Education Agency
- Lifeguard, CPR, First Aide, AED Certification
- Five years aquatics and/or coaching experience

SPECIAL KNOWLEDGE AND SKILLS:

- Ability to provide injury prevention and rehabilitation services.
- Ability to provide emergency care.
- Knowledge of therapeutic modalities and ability to treat student athletes.
- Ability to instruct and supervise student athletes and assistants.
- Excellent organization, communication, and interpersonal skills.
- Ability to schedule, organize and run swim meets as Meet Director proficiently.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Responsible for keeping abreast of all aquatic program rules, regulations, and changes including those from TEA, UIL, and the National Federation.
2. Sets the district instructional goals and plans relating to all aquatic programs.
3. Supervises day-to-day operations at the FBISD Natatorium to ensure students' needs are met.
4. Coordinates and plans the necessary time, resources, and materials to support the accomplishments of educational goals.
5. Maintains an active program that promotes good sportsmanship and student development.
6. Articulates the goals and objectives of the district as they apply to the aquatics program.
7. Promotes a positive, caring climate for learning.
8. Employs effective interpersonal skills and relates to staff, parents, students, media, and community in ways that convey equality and mutual respect.
9. Develops the Emergency Action Plan and in-service training to update staff pertaining to any type of water incident.
10. Coordinates the planning and needs assessment as related to the aquatics program.
11. Coordinates and develops sound policies directed toward all aquatic programs.
12. Evaluates job performance of employees for all aquatic programs to ensure effectiveness.
13. Adheres to district procedures and policies to ensure sound fiscal/budgetary practices.
14. Prepares all paperwork, reviews applications, interviews potential candidates and hires all Water Safety Instructors and Lifeguards for all aquatic programs.
15. Compiles budgets and cost estimates based upon documented program needs.
16. Compiles and maintains all reports, records, and other documents required.
17. Coordinates and schedules all travel for all high school and middle school swim teams.
18. Demonstrates support for the district student management policies and expected student behavior.
19. Establishes and maintains open lines of communication with parents, students, and teachers concerning vital issues.
20. Develops professional skills appropriate to job assignments.
21. Demonstrates behavior that is professional, ethical, and responsible and serves as a role model for all district staff.
22. Attends local, state, and national (if in state) clinics and conventions as appropriate.
23. Daily monitoring of the FBISD Natatorium for any health code violations and any safety risks.
24. Articulates the district mission and goals in aquatics to the community and solicits its support in realizing the mission.
25. Demonstrates awareness of district/community needs and initiates activities to meet those identified needs.

ROLE 2: SCHOOL CLIMATE

26. Ensure that district and campus goals and objectives are implemented with the involvement of directors, coordinators, principals, and teachers when appropriate.
27. Communicate and support expectations that are consistent with district and campus culture and objectives.
28. Maintain a positive and effective relationship with principals, coordinators, teachers, and students.
29. Comply with all district and local campus routines and regulations.

ROLE 3: SCHOOL IMPROVEMENT

30. Assist in clarifying and pursuing a common vision for district and campus improvement.
31. Actively support the efforts to achieve district goals and objectives and the campus academic performance objectives.
32. Support implementation of district and campus assessment strategies.
33. Monitor student achievement data and interpret, report, and act on results.

ROLE 4: PROFESSIONAL GROWTH AND DEVELOPMENT

34. Attend and participate in district and campus training sessions, meetings, and work sessions as required to support the instructional program.
35. Monitor professional research and disseminate ideas and information to other professionals, provide leadership in identifying trends and opportunities, as well as solve problems related to instruction.
36. Develop needed professional skills appropriate to the job assignment.
37. Demonstrate professional, ethical, and responsible behavior, and serve as a role model for all district staff.
38. Follow Flour Bluff ISD's rules, regulations, and policies, as well as follow supervisors' directives.
39. Follow attendance policy as assigned by supervisor.
40. Perform other functions that may be assigned by the Administration and/or supervisor.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED).

Posture:

Prolonged standing; kneeling, squatting, bending, and stooping; frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching.

Motion:

Frequent walking and physical movements associated with sport(s) assigned.

Lifting:

Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-50 pounds)

Environment:

Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.