



Assistant Aquatics Director/PE Instructor JOB POSTING

REPORTS TO: Director of Aquatics & Physical Education Chair

FLSA: Exempt

SUPERVISES: 1) Joint supervision of Physical Education Teachers when related to pool program
2) Assist in supervision of Pool Lifeguards/Student Assistants during the school year

POSTING DATES: May 1-15, 2017

GENERAL RESPONSIBILITIES: This is a full time, 12-month, faculty position with expected hours during the Fall/Spring to be 8:30-4:30pm and Winter from 10:00-6:00pm (approximate and may vary). Must be able to coach swimming during the winter season if needed (supplemental contract). He/she is a member of the Physical Education Department responsible for assisting in the development of the swimming and curriculum part of the PE program for the entire school. This position also assists in the oversight of daily after school programming. Weekend hours or evening hours may be required.

This position will assist the Director of Aquatics in scheduling, staff supervision, and maintenance of the aquatics facility. The position will also assist the Director of Aquatics in running swim meets for HB and outside rentals during the winter season (supplemental contract).

SPECIFIC RESPONSIBILITIES:

1. Teach in the PE department and all the duties that come with being a full time PE teacher (lesson plans, grading, assessments etc.).
2. Work collaboratively with the Athletic Director, Assistant AD and PE department Chair.
3. Work with the grounds and maintenance staff for timely maintenance and repair of the Butler Aquatic Center.
4. Verify that daily, weekly and monthly cleaning of the BAC has taken place during hours of operation.
5. Assist with laundry and locker room cleaning as needed.
6. Implement, interpret, and communicate to the appropriate staff all policies and procedures as required by Hathaway Brown, the State Department of Education, the Health Department, American Red Cross, the OHSA, and any other appropriate governing bodies.
 - Act as a liaison to all support groups: Administration (Head of School, Head of Prime, Middle and Upper Schools), Alumni Association, Business Office, Maintenance and Grounds, Faculty and Student lifeguards.
7. Attend to “risk management” which includes but is not limited to issues of insurance and liability, communication of rules, regulations, and safety, facility maintenance, equipment maintenance, etc.
8. Support and publicize all pool programs both within the school community and outside the school community.
9. Maintain current WSI, life guarding certifications, sport pupil activity supervision, fundamentals of coaching, and CPR/AED certification.
10. Any other duties as assigned by the Head of School, Athletic Director and PE Department Chair.

REQUIRED QUALIFICATIONS: Lifeguarding certification, Bachelor’s Degree and aquatics experience required.

PREFERRED QUALIFICATIONS: Physical Education Degree, Team Manager and Meet Manager experience. Water Safety Instructor certification, Certified Pool Operator certification, American Red Cross Lifeguard Instructor/CPR Instructor preferred. If these certifications are not held, the candidate would be willing to complete this certifications within the first year of employment.

Interested candidates should send a resume and cover letter to: Human Resources, ID #AAD5117

Preferred method: email to: hrstaffing-Aquatics@hb.edu

Hathaway Brown School

19600 North Park Blvd., Shaker Heights, Ohio 44122

www.hb.edu; EOE