



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0109015

### GENERAL EMPLOYMENT NOTICE

### POOL OPERATIONS SHIFT LEADER

**Aquatics Department**  
**Applicant Pool**  
**(Potential Openings)**

**\*\*\*All applicants must complete the accompanying Job Match Profile for full consideration\*\*\***

#### MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Development (GED) certification
  - Minimum 2 years experience in a lead lifeguard and/or swim instructor capacity
  - Current Lifeguard Instructor Certification
  - Current First Aid Certification, Advanced First Aid Certification preferred
  - Current Cardio-Pulmonary Resuscitation (CPR) Certification
  - Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.
- \*\*\* Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.**

#### SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Strong knowledge of pool operations and lifeguard regulations
- Skill in supervising, training, and evaluating lifeguards and cashiers
- Skill in performing basic mathematical calculations and cash handling procedures
- Ability to perform and inform participants of safety and pool procedures and violations
- Ability to maintain a level of training and fitness commensurate to performing the essential functions of the job
- Ability to communicate with diverse groups of individuals utilizing tact and diplomacy
- Ability to establish and maintain effective working relationships with co-workers and the general public
- Ability to maintain a flexible work schedule and be available to substitute for any scheduled aquatic staff while on duty

#### ESSENTIAL FUNCTIONS

- Oversee all pool personnel on assigned shift and ensure pool area is adequately staffed and prepared for operating hours.
- Assist Aquatics Facility Manager in interviewing, training, evaluating, disciplining, and counseling pool personnel.
- Develop work schedules and assignments accordingly and monitor daily time and attendance records.
- Balances cashier's daily cash drawers and shift close-outs.
- Receive, troubleshoot, and resolve patron inquiries and complaints.
- Coordinate 911 emergencies and respond promptly and appropriately when rescue or first aid is necessary.
- Ensure lifeguard maintenance schedule for pool/deck cleanings are followed when shift begins and ends.
- Perform other pool maintenance and sanitation tasks prior/after assigned shift such as: supervise staff closing procedures, monitor all inventory levels, perform security building checks, and complete necessary reports.
- Perform other duties as assigned.

**REPORTS TO:** Aquatics Facility Manager

**TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

**MINIMUM HOURLY RATE:** \$14.60

**WORK DAYS:** 261

**PAY GRADE:** G5

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE**

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**Internal Applicants** – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

**External Applicants** – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

*Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials, will be considered for the position. The complete application packet should be submitted/mailed to:*

**Northside ISD**  
**Human Resources**  
**5617 Grissom Road**  
**San Antonio, TX 78238**