



<b>Job Title:</b>	Aquatic Director Instructional Management	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of Athletics	<b>Pay Grade:</b>	Administrative Pay Group 4
<b>Dept. /School:</b>	Natatorium	<b>Date Revised:</b>	11/18/2011

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**Primary Purpose:**

Supervises the development of curriculum, the presentation of staff development training and the delivery of instructions for all aquatic programs.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate with physical education endorsement

**Special Knowledge/Skills:**

Knowledge of overall operations of an aquatic program  
Knowledge of state and UIL policies governing athletics  
Ability to interpret policy, procedures, and data  
Ability to manage budget and personnel and coordinate district function  
Strong communication, public relations, and interpersonal skills

**Experience:**

Five years successful teaching and coaching experience

**Major Responsibilities and Duties:**

**District / Organizational Climate:**

1. Promotes an environment that will allow patrons to pursue excellence in aquatics education, competitive swimming and diving, fitness and recreation.
2. Promotes an environment that is safe, friendly and inviting.
3. Sets a standard of coaching, instructional and performance excellence for the entire aquatics staff.

**District / Organizational Improvement:**

4. Directs all coaches, teachers and instructors in the development of their programs.
5. Sets measurable annual goals for athletic, academic, and public programming, and facility improvement.
6. Represents the district's aquatics program in a positive way to the public, other school districts, the UIL, NGB's and other related organizations.

7. Assist with planning and conducting needs assessments related to athletic operations and directions of MISD.

**Personnel Management:**

8. Is responsible for recruiting, interviewing and coordinating the addition of new aquatic sports coaches to the district.
9. Meets regularly with staff in individual and group sessions.
10. Develops individual and staff professional development plans.
11. Counsels coaches on both UIL and NGB's rules and eligibility.
12. Supervises coaches, teachers, and instructors, ensuring that they are teaching the same technical fundamentals and are operating within district policies.
13. Provides for at least one complete, annual evaluation of every staff member.

**Administration and Fiscal / Facility Management:**

14. Supervises the preparation for the overall aquatics budgets for submittal to the Director of Athletics and Business Office.
15. Approves procedures and personnel for ticket sales, security, officiating, cash management and internal accounting.

**Student Management / Relations:**

16. Develops an environment that stimulates academic and athletic excellence.
17. Develops a safe, friendly and inviting atmosphere.
18. Develops policies and procedures that teach student safety, respect, discipline, responsibility and leadership.
19. Emphasizes a "student-first" environment.

**District Organizational – Community Relations:**

20. Articulates to the public the ways in which the Department of Athletics supports the mission and goals of MISD.
21. Participates in community activities. Organizations that foster rapport and mutual respect between MISD and the community.
22. Assumes a position of leadership in local, state, and national aquatic organizations.

**Professional Growth and Development:**

23. Seeks, accepts and responds to evaluative feedback from subordinates, peers, and supervisors, in order to improve performance and service.
24. Takes initiative to develop needed professional skills.
25. Remains current with professional continuing education requirements.
26. Attends local, state, and national clinics and conventions as appropriate.
27. Conducts oneself in a professional and ethical manner and abides by all professional codes of ethics.

**USA Aquatics Club Team:**

28. Is responsible for recruiting, interviewing and hiring USAS coaches
29. Is responsible for maintaining positive cash flow / balanced budget operations of all USAS club programs.

30. Supervises the recruitment of athletes for all USAS club programs.
31. Approves transportation and lodging arrangements for all USAS club programs.
32. Works closely with USAS club program's parent groups to keep them fully informed of appropriate and necessary student – athlete support.

**Other:**

33. Performs other tasks and assumes such responsibilities as may be assigned.

**Supervisory Responsibilities:**

Supervise instructor(s).

**Equipment Used:**

Computer, Various Pool Equipment

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*