

SECTION 702    POOL DIRECTOR

Qualifications: - Experience as a Pool Director or equivalent

Responsible to: - Business Administrator

Performance Responsibilities

1. In conjunction with the Business Administrator, responsible for preparing an annual budget for the following school year.
2. Collecting and compiling all payroll related information. Time sheets shall be turned into the business office in a timely basis.
3. Ordering, storing and distribution of all pool supplies and equipment.
4. Supervision and placement of personnel for all programs
5. Administering, supervising and initiating various recreational and training programs.
6. Preparing school year and summer schedule to accommodate public and private use.
7. Coordinating and disseminating all registration related materials.
8. Timely release of program information to various media.
9. In conjunction with the Maintenance Engineer, responsible for the maintenance and access to the pool.
10. Providing appropriate inservice opportunities for employees.
11. Keeping abreast of changes/developments with respect to certification, accessibility, etc.
12. Promoting the program to the community of Portage and surrounding communities.
13. Collection and recording of all necessary forms, including: accident reports, daily attendance, financial reports, etc.
14. Undertake other duties as may be assigned by the Business Administrator.

Condition of Employment:

A complete physical and chemical abuse testing will be required for approval of employment. Said cost of such testing to be paid by the District.

Probationary Period:

A six month probationary period will apply to all personnel hired or promoted in the Pool Director position.

1st Reading - June 13, 1994

2nd Reading - July 11, 1994

Approved - July 11, 1994