



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Aquatic Center Control Attendant

Salary Block: 402

Reports To: Director of Athletics

Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to support aquatic department by maintaining accurate and current records of all activities.

Qualifications:

Education/Certification/Requirements:

- High School Diploma or equivalent
- Current CPR and First Aid certification

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district staff, students, and general public.

Experience:

- Cashier experience

Major Responsibilities and Duties:

1. Assumes responsibility for admittance of all users into the Aquatics Center.
2. Answers the telephone during non-office hours and dispenses facility information regarding scheduling and fee structure.
3. Maintains current certification in basic first aid and CPR.
4. Assumes responsibility for the safety of all persons entering the facility with emphasis on prevention of accidents and injuries.
5. Gives aid to those in distress and administers first aid according to training guidelines.
6. Maintains order in the facility entrance and is aware of and enforces established rules.
7. Corrects any unsafe action, improper conduct, or rule violations, and takes disciplinary action, if necessary.
8. Opens and closes the control center.
9. Accurately completes and submits necessary report forms, timecards, etc., in a timely manner.
10. Performs office room duties, including checking for valid ID, facility permits, age limitations, receiving and returning clothing and lost and found articles.
11. Assumes responsibility for cleanliness in the control room area and any other area as assigned.
12. Participates in staff meetings and training sessions.
13. Follows the guidelines set forth in the control center staff guidelines section.
14. Upholds and adheres to safety rules and policies of the SISD safety program.
15. Performs any other duties as may be assigned by the appropriate supervisor.
16. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
17. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Aquatic Center Control Attendant

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic calculations; ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

Physical Demands/Environmental Factors: Moderate walking, standing, stooping, bending and reaching; work outside and inside; work around equipment with moving parts; exposure to dampness and humidity; exposure to slippery or uneven surfaces; exposure to toxic chemicals and materials; shift work

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 9-2-97 AMENDED: 11-29-99, 10-04-12, 5-10-13, 10-5-16, 10-23-17, 9-9-2022