

Acting Instructor/Lifeguard – Unassigned, Secondary

Stephen Leacock Collegiate Institute

CUPE Local 4400, Unit C – Grade H

\$28.37 per hour

This assignment will be up to a date no later than June 6, 2025

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

NOTE: The Board is not permitted to offer this position to an employee if the time reasonably needed to travel to the location of this position from another position held by the employee -- and/or from this position to the location of another position held by the employee -- or the starting/ending times of the position would interfere with the employee's one half hour lunch break as required by the Collective Agreement.

The Toronto District School Board invites applications for the position of Acting Secondary Instructor/Lifeguard – Unassigned at Stephen Leacock Collegiate Institute within the Learning Centre 2.

Reporting to Principal, the Acting Instructor/Lifeguard - Unassigned will assist the Physical Education Teacher(s) design and implement aquatic programs for students in Secondary Schools. Acting Secondary Instructors/Lifeguards will assist Health and Physical Education Teachers to:

- *Provide a safe and enjoyable aquatic environment;*
- *Provide aquatic instruction in the pool and in a classroom setting as part of a balanced quality Health and Physical Education program;*
- *Provide support in the maintenance, inventory and purchase of equipment in the pools;*
- *Provide opportunities for special aquatic programs; and*
- *Update and in-service school staff on current water safety and first aid techniques.*

The acting Secondary Instructor/Lifeguard - Unassigned will work collaboratively with Health and Physical Education Teacher(s).

Summary of Duties:

- Provide aquatic instruction in pools or classrooms;
- Assist with the supervision of Health and Physical Education classes as required;
- Provide lifeguarding during instructional programs in pools;
- Work in consultation with Health and Physical Education Teacher(s) to develop aquatic programs and lesson plans;
- Prepare for classes including equipment set up;
- Perform maintenance checks and safety checks of the pool area;
- Provide instructional and/or lifeguarding opportunities for a range of aquatic programs (e.g., swim teams, intra-mural activities, certification courses, fitness training, swim testing for outdoor education excursions learn-to-swim etc.);

- Perform administrative duties including pool logs, surveys, etc;
- Attend staff meetings and meetings with teachers;
- Take inventory;
- Assist with the purchase of aquatic equipment; and
- Other related duties as assigned.

Qualifications:

- Secondary School Diploma plus required aquatic certification (see below) and three months related experience instructing secondary school aged children, or equivalent combination of education and experience;
- A good command of written and oral English and the proven ability to communicate in a sensitive, courteous and tactful manner;
- Ability to maintain a co-operative working relationship with other members of the staff and the general public;
- Ability to maintain administrative records and documentation (e.g. student assessment records, equipment inventory etc.);
- Knowledge of related Board policies and procedures; and
- Ability to deal with difficult situations and to take appropriate action in stressful or emergency situations.

Valid Certification Required:

- Canadian Red Cross Water Safety Instructor Award or Lifesaving Society Instructor Certificate or Lifesaving Society Swim Instructor Certificate or Y.M.C.A. Instructor Certificate;
- National Lifeguard Services Lifeguard Certificate; and
- Standard First Aid plus CPR-C Certificate (date on certificate must not be older than two years).

Special Requirements:

- Must be able to lead/demonstrate skills related to aquatics, be able to physically assist students as required when instructing aquatics and be able to respond to emergency situations; and
- Requires ability to move/carry equipment for the program (e.g. lane markers, tables, lifejackets, diving rings etc.);
- May be assigned to work in more than one location (i.e. change of location on a weekly or biweekly schedule).

Shift: Full Time
Hours: **7 hours** per day to be scheduled according to operational needs
Work Year: 9 Months
Location: Stephen Leacock Collegiate Institute
 2450 Birchmount Road

Application Process:

1. Please ensure you review the posting including the special provisions and include all relevant information in your submission.
2. When submitting your application, quote posting number **CUPE C-24-3123EX-LC2** in the subject line.
3. Attach a detailed résumé and covering letter as **one file in PDF format** and submit to: Resume.Submission@tdsb.on.ca.
4. Apply no later than 4:30pm on **December 4, 2024**.

Notes:

- It is anticipated that interviews will take place within two weeks after the closing date of this competition.
- It is anticipated that the successful candidates will commence on December 18, 2024.
- Only applicants selected for an interview will be contacted.
- Applications will not be acknowledged in writing.
- Information regarding [Wheelchair accessibility](#) is available online.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

Only applicants selected for an interview will be contacted.

We are unable to acknowledge or confirm receipt of applications.