



**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Gymnastics Lead Instructor	<b>Department:</b> Community Education – Enrichment Programs
<b>Immediate Supervisor’s Position Title:</b> Enrichment Programs Coordinator	<b>FLSA Status:</b> Non-Exempt
<b>Job Summary:</b> Lead Gymnastics Instructor oversees and directs all aspects of a gymnastics program, from developing training plans to managing staff and fostering a positive learning environment. This includes leading practice sessions, providing instruction and feedback, assessing athlete progress, and ensuring safety.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

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| <ul style="list-style-type: none"> <li>● Overseeing and directing all aspects of a gymnastics program.</li> <li>● Developing training plans.</li> <li>● Provide a positive learning environment for all youth in the program.</li> <li>● Leading practice sessions and provide guidance for gymnastics aides.</li> <li>● Provide instructions for gymnasts.</li> <li>● Provide feedback and assess gymnasts’ progress.</li> <li>● Follows all applicable safety rules, procedures and regulations governing the proper manner of assistance for all students, including those with disabilities or other special needs.</li> <li>● Performs other related duties within the scope of the position as assigned or requested to contribute to the efficient operation of ISD 518 and Community Education gymnastics program.</li> </ul> |
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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
<b>X</b>	<b>less than high school diploma</b>	<b>Type of degree: (B.S., M.A., etc.)</b> High school degree or equivalent	
	<b>High school diploma or GED.</b>	<b>Major field of study or degree emphasis:</b>	
	<b>1 year college</b>		<b>2 years college</b>
	<b>3 years college</b>		<b>4 years college</b>

	<b>1st year graduate level</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>● Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.</li> <li>● Basic understanding of school computer systems and basic understanding of computer operations.</li> <li>● Basic office procedures, equipment and operations.</li> <li>● Some knowledge of cultural and racial relations.</li> <li>● Ability to handle a variety of assignments or problems independently.</li> <li>● Ability to apply a variety of procedures, policies, and/or precedents.</li> <li>● Ability to apply fairly standard procedures.</li> <li>● Ability to read and interpret basic workplace data.</li> </ul>
	<b>2nd year graduate level</b>	
	<b>Doctorate level</b>	
<b>Required Work Experience in Addition to Formal Education/Training:</b>		
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> None	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>● Interpersonal skills with children and adults.</li> <li>● Verbal and written communication skills.</li> <li>● Multi-tasking and attention to detail.</li> <li>● Supervising student behavior in accordance with rules and guidelines.</li> <li>● Extensive knowledge of gymnastics techniques, training methodologies, and competition rules.</li> <li>● Proven experience coaching and developing successful athletes.</li> <li>● Strong communication, interpersonal, and leadership skills.</li> <li>● Ability to motivate and inspire athletes.</li> <li>● Passion for gymnastics and a commitment to athlete development.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	Titles of Positions Directly Supervised	# of Employees
	<b>TOTAL</b>	0

<b>INDIRECT SUPERVISION:</b>	
Number of employees indirectly supervised:	<b>Total:</b> 1-4

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> Work is performed in the gymnastics gymnasium setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionall y	34-66% Frequentl y	66-100% Continuousl y
<b>Stand</b>				x
<b>Walk</b>				x
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>			x	
<b>Stoop/kneel/crouch or crawl</b>				x
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>			x	
<b>up to 50 pounds</b>			x	
<b>up to 75 pounds</b>		x		

<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 25 pounds of force often, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*