



# MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

## REGULAR MEETING AGENDA ITEM COVER PAGE

**Meeting Date:** September 19, 2018

**Agenda Item:**

Discuss and approve the new classified job description for Group Exercise Instructor - Zumba (Supplemental Help) and Classified Supplemental Salary Recommendation.

**Agenda Placement:**

Action

**Background:**

The District Administration has presented the Personnel Commission with new duties for a classified supplemental help position with the proposed title of Group Exercise Instructor - Zumba (Supplemental Help). This position will require a skilled certified person to provide certified safe and effective instruction with elite level of choreography, and musicality format. This position reports to the Director of Community Services and Parent Resource Centers.

Personnel Commission Rules 3.1.1, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

**Recommendation:**

It is recommended that the Personnel Commission approve the new classified job description for Group Exercise Instructor - Zumba (Supplemental Help) and the Classified Supplemental Salary Recommendation of \$25 per/hour.

# **Madera Unified School District Classified Job Description**

## **Group Exercise Instructor – Zumba (Supplemental Help)**

### **Purpose Statement**

The Group Exercise Instructor – Zumba will teach safe and effective classes for the Parent and Resource Centers (PRC) at designated school sites. To provide certified safe and effective instruction with an elite level of choreography, and musicality format. Encourage parents, and community to meet their fitness goals.

This job reports to the Director of Community Services and Parent Resource Centers.

---

### **Essential Functions**

- Lead and motivate groups in approved class formats.
- Deliver safe group fitness classes to parents and community.
- Assist individuals in using safe and effective form during workout.
- Implement proper rhythm, tempo, warm-up and cool down.
- Monitor heart rate intensity.
- Have a passion for individual results by offering alternative movements during class to accommodate different levels of fitness.
- Instruct with a variety of teaching methods to accommodate different learning styles.
- Teach assigned classes on time.
- Ability to teach or provide a wide variety of skill levels and intensities.
- Work together as a TEAM and have fun.
- Maintain a clean, safe and orderly fitness environment.
- Work flexible hours.
- Other duties as assigned.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Parent Resource Centers.

**Job Requirements:**

**Skills, Knowledge and Abilities**

SKILLS: Specific skilled-based competencies required to satisfactorily perform the functions of the job include: energetic, enthusiastic and motivational; excellent verbal communication skills.

KNOWLEDGE OF: rhythm/tempo; movement; service oriented; fitness principles and practical applications.

ABILITY TO: Communicate verbally to large and small groups; strong communication skills and the capability to work with individuals of all fitness level abilities; ability to lead and participate in exercise/fitness activities; visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency; punctual, organized, and dependable; work flexible hours.

**Minimum Qualifications**

**Experience:** Two years Group Exercise experience preferred.

**Education:** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid First Aid and CPR Certificate  
Zumba Trainer Certification

**Continuing Educ./Training**

Must maintain valid Zumba Certification

**Clearances**

DOJ/FBI Background Clearance  
TB Clearance  
Physical Demands (B)

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Range**