

## Job Description

**Title:** Athletic Trainer – 12 Month

**Reports to:** Athletic Director and Building Principal, Executive Director of Activities, Athletics & External Affairs

**General Summary:** The athletic trainer should coordinate with the athletic director the overall activities of the school's training facility.

### Essential Functions:

- A. Administer immediate treatment at the time of an athlete's injury, any extended care treatment, and any treatment prescribed by the athlete's personal physician.
- B. Supervise assistant athletic trainer, student trainers, training room, and approve any use of training equipment.
- C. Be present at athletic events.
- D. Maintain athletic training room hours during the period of time from the first day of fall practice until the last state athletic event.
- E. Maintain records of athletes concerning:
  1. Previous injuries
  2. Required prescribed medications
  3. Parental consent form for treatment of athletes
  4. Student emergency information report
- F. Preparation of a budget and supply order for use by the Athletic Director.
- G. Be present in the Athletic training room when the building is hosting a district, conference, or state contest, as required by the Athletic Director.
- H. Be present at district, conference, or state events in which the school teams are participating as requested by the Athletic Director.
- I. Train and supervise students who serve as student athletic trainers, assisting them with duties as required by individual athletic teams. Other duties as assigned.

**Length of Contract:** 12-month exempt position; non-contract at-will employee

### Qualifications:

1. Education Level: Bachelor's Degree
2. Certification or Licensure: Licensed Athletic Trainer Certification
3. Experience desired: Previous competitive athletic experience preferred.
4. Other requirements:
  - \* Strong written and oral communication skills.
  - \* Excellent computer skills including experience with MS Office tools, E-mail, Google applications and the Internet while having the initiative to learn other programs.
  - \* Ability to establish and maintain cooperative working relationships with coaching staff, parents, students, and community members.

<b>Special Requirements:</b>	<b>Occasional 1-32%</b>	<b>Frequently 33-66%</b>	<b>Constant 67% +</b>
1. Standing		X	
2. Walking		X	
3. Sitting		X	
4. Lifting 20 lb maximum	X		
5. Carrying 50 feet	X		
6. Pushing/pulling 20 lbs of force	X		
7. Climbing/Balancing	X		
8. Stooping/Kneeling/Crouching/Crawling	X		
9. Reaching/Handling	X		
10. Speaking/Hearing			X
11. Seeing/Depth Perception/Color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and Superintendent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_