

Athletic Trainer

Job Title: Athletic Trainer **Exemption Status/Test:** Exempt/Administrator in an Educational Establishment

Reports to: Dir. of Athletics, Director of Athletic Services, Principal and Athletic Coordinator **Date Revised:** May 2017

Dept./School: Assigned Campus **Pay Grade:** varies **Calendar Days:** 200

Appointed by: The Superintendent of Schools for a term of one year and the contract will be considered for recommendation by the Board of Trustees at the regular April/May meeting each year.

Primary Purpose:

Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction of the team physician to prevent, recognize, assess, manage, treat, and recondition athletic injuries and illnesses.

Qualifications:

Education/Certification:

Valid license from Texas Advisory Board of Athletic Trainers (must be updated every two years)
Maintain CEU's in accordance with Texas license regulations
Current adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification – instructor certification preferred
Hold Notary Public status

Special Knowledge/Skills:

Knowledge of therapeutic modalities and injury prevention
Ability to provide emergency care and rehabilitation for student athletic injuries
Ability to instruct and supervise student athletes and assistants
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Clinical

1. Administer a program to provide emergency care, treatment and rehabilitation of injured junior and senior high athletes under the direction and supervision of the team physician.
2. Provide athletic training services for all home athletic contests and away varsity football games. If a conflict arises between an away varsity football game and a home contest, the varsity event will supersede.
3. Evaluate all junior and senior high athletes with significant injuries or request to see the athletic trainer or team physician.
4. Refer athletes with injuries that indicate a need to see a physician.
5. Be responsible for application of devices such as strapping, bandaging, and braces designed to prevent or protect against injuries.

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6. Administer over-the-counter medication with parental approval.
7. Be responsible for the use of therapeutic modalities, in the treatment and rehabilitation of injuries.
8. Schedule yearly calibration of modalities to ensure their safety and functionality.
9. Consult with coaches on conditioning programs, off-season programs, diet, etc.
10. Serve as a consultant on athletic equipment.
11. Maintain athletic training room in a clean and organized manner.
12. Attend the graduation ceremony yearly to provide additional medical support.

Communication

13. Coordinate the efforts of the family physicians and specialists, athletes and their parents, coaches, and the athletic training staff.
14. Be responsible for communication with parents, physicians, and coaches concerning injured athletes and keep the injured athletes' coach informed of the athletes playing status.
15. Act as the liaison between parents and the district approved insurance company.
16. Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulations.
17. Maintain records of all physicals, acknowledgement of rules forms, insurance forms, and emergency cards via Rank One. Head coaches will be notified of athletes who have all paperwork complete and on file.
18. Document all athletic injuries, referrals to physicians, and treatments administered.
19. Submit projected bid list for approval prior to winter break.
20. Requisition athletic training supplies for all sports, junior and senior high, for the next school year.
21. Process entry fee requests for head coaches for tournaments, meets, etc.
22. Transfer meal money into each athletic account prior to their respective season.
23. Manage all travel expense forms, meal worksheets, and check requests required when coaching staff travel to workshops and clinics.
24. Attend meetings in the absence of campus coordinator.
25. Obtain Notary Public status in order to notarize physicals, PAPF's, etc.
26. Organize and oversee the athletic physicals held between April and August.

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Student Athletic Training Program

27. Educate student athletic trainers on proper techniques of protective and preventative taping.
28. Create and maintain an athletic training program that will enable students to continue athletic training at a university or college.
29. Assist students in obtaining their letterman's jacket after 2 years of participation in the athletic training program.
30. Provide students with honor cords for graduation after fulfilling the requirements associated with the program.
31. Assist in the placement of student athletic trainers in university or college athletic training programs.

Instructional

32. Establish specific procedures to be carried out by a coach and/or student athletic trainer for the prevention of injuries and in the event emergency care of an athlete is needed.
33. Conduct First Aid/CPR/AED certification training for ALL senior and junior coaches at the beginning of each school year.
34. Present a program each year to all junior and senior high coaches and student trainers to inform of emergency procedures to be followed.
35. Administer Rank One Training sessions for new coaches or any coaches that require additional help.

Professional Growth and Development

36. Participate in appropriate conferences and staff development activities to improve job-related skills.
37. Attend and participate in faculty meetings and serve on staff committees as required.
38. Actively pursue a long-range program of professional growth; continually seeking self-improvement.

Other

39. Perform other duties as assigned by the building principal, athletic coordinator, and Superintendent of Schools.

Supervisory Responsibilities:

Direct the work of student assistants.

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Evaluation:

Athletic Trainers will be evaluated by their administrator using Aldine ISD's Invest appraisal system earning one of the following levels of job performance:

- Highly Effective
- Effective
- Needs Improvement
- Ineffective

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Exercise equipment and devices including stationary bike, pulleys, weights, whirlpool, paraffin bath, ultrasound equipment, and cold packs; automated external defibrillator (AED)

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; moderate reaching

Lifting: Frequently moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; exposure to noise; exposure to biological hazards, bacteria, and communicable diseases; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

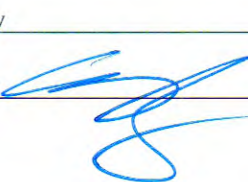
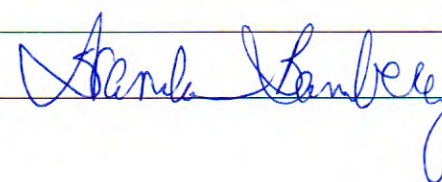
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____

  5/31/12