



# HUMAN RESOURCES

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## JOB DESCRIPTION

**Job Title:** Athletic Trainer

**Trade Salary Block:** Teacher Salary Scale  
Plus Stipend

**Reports To:** Principal and Athletic Director

**Wage/Hour Status:** Exempt

**Terms of Employment:** 197

**Class Load:** Two classes plus athletic periods

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### **Minimum Qualifications:**

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements or required training for subject and level assigned
- Demonstrated competency in the core academic subject area assigned
- Valid license from the Texas Advisory Board of Athletic Trainers

### **Special Knowledge/Skills:**

- Knowledge of core academic subject assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

### **Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

### **Performance Responsibilities:**

#### **Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching/learning process.

#### **Student Growth and Development**

10. Help students analyze and improve study methods and habits.
11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students, support mission of school district.

#### **Classroom Management and Organization**

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Assist in selection of books, equipment, and other instructional materials.

**Communication**

18. Establish and maintain open communication by conducting conferences with parents, students, campus administration, and teachers.
19. Maintain a professional relationship with colleagues, students, parents, and community members.
20. Use effective communication skills to present information accurately and clearly.

**Professional Growth and Development**

21. Participate in staff development activities to improve job-related skills.
22. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
23. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
24. Attend and participate in faculty meetings and serve on staff committees as required.

**Other**

25. Provide athletic training services to student athletes in accordance with state athletic training practice act.
26. Be on duty for all home athletic events, away varsity football games, home middle school games when no events are scheduled at the high school. If events are scheduled at the high school, the athletic trainer will be on call for any middle school games.
27. Maintain appropriate general treatment log to be reviewed by Athletic Director.
28. Provide athletic training services for all home athletic contests and away varsity football games.
29. Act as liaison between family physicians, specialists, the school district, athletes and their parents.
30. Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
31. Assist with development of athletic training program budget.
32. Schedule and be present for pre-participation sports physicals..
33. Responsible for teaching CPR, First Aid and AED to Coaches in feeder pattern
34. Meet & Review Oversight Concussion Team Protocol Yearly.
35. Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulation
36. Performs duties in a professional, ethical and responsible manner.
37. Maintains a professional level of confidentiality concerning personnel and students.
38. Upholds and adheres to safety rules and policies of the CISD safety program.
39. Supports the goals and objectives of the school district and follows all district policies.
40. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
41. Performs any other duties as assigned by the appropriate supervisor.

**Supervisory Responsibilities:**

42. Supervise assigned teacher aide(s).

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing.  
Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:** Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Signature

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Date