DeKalb Community Unit School District 428

DeKalb CUSD 428
Job Description

Position Title:	Athletic Trainer
Department:	Athletics
Supervisor:	Director of Athletics & Activities
Calendar:	200 day contract
FLSA Status:	Exempt
Affiliation:	Unaffiliated
Date:	December 10, 2025

Objective

Under general direction, provide preventive and rehabilitative services and treatment to student athletes engaged in a variety of sports in collaboration with coaching staff and in accordance with instructions from authorized physicians; attend athletic practices, home games and specified away games; fit protective gear and equipment prior to practices and games; prepare and maintain a variety of records and files related to assigned activities.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Responsible for the organization and implementation of athletic training programs and activities including prevention, treatment, and rehabilitation of student athlete injuries, assure compliance with applicable laws, codes, rules, and regulations.
5. Attend athletic practices, home games and specified away games; inspect facilities, fields, and equipment for safety hazards; eliminate or report hazards to appropriate personnel.
6. Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician
7. Perform assessments of athletes to identify impairments, functional limitations, severity of conditions, and disabilities resulting from injuries or illnesses incurred during athletic participation and determine appropriate treatment plans and when consultation with other health care providers is necessary, makes referrals as necessary.
8. Arrange for injured athletes to be accompanied or monitored when leaving sporting events and practices; discuss treatments and follow-up evaluations with parents/guardians; provide take-home information as appropriate.
9. Design and implement individualized rehabilitation programs; recommend and fit braces, splints, and other assistive devices to facilitate recovery; document progression and discuss rehabilitation plans and results with physicians, coaches, and parents/guardians in accordance with established protocols.

10. Provide guidance to students regarding return-to-play protocols; certify medical eligibility of students to return to full or partial participation in the athletic program in accordance with return-to-play guidelines and protocols.
11. Develop and implement injury prevention programs in and out of-season; advise coaching staff and students regarding the care and prevention of athletic injuries including proper nutrition and diet, conditioning programs, and warm-up exercises.
12. Provide athletic training services for all home school events and specific away games, and postseason contests as directed by their supervisor.
13. Act as a liaison between family physicians and specialists, the school district, athletes and their parents
14. Perform required pre-competition testing.
15. Perform baseline concussion testing on all student athletes and maintain data.
16. Maintain accurate and current seasonal records of injuries and treatments..
17. Develop and maintain a budget with inventory of equipment and supplies for the athletic training program, including working with the Athletic Department in terms of ordering supplies.
18. Follow all school policies and procedures and provisions and in the student handbook.
19. Serve as a member of the concussion oversight team.
20. Operate a variety of athletic, therapeutic and exercise gear and equipment; assure gear and equipment is maintained in a safe and serviceable condition; clean equipment and arrange for repairs as needed.
21. Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work.
22. Educate coaching staff, parents, and athletes on the importance of acclimatization, fluid/electrolyte balance, and nutrition in the prevention of illness and injuries.
23. Supervise high school sports medicine students and college interns from Athletic Training Education Programs (ATEP) as necessary.
24. Provide medical services to visiting team members as needed.
25. Coordinate Return to Play Protocol for all co-curricular participants.
26. Direct the supervision of student assistants from local universities
27. Coordinate and communicate the weekly athletic training work schedule.
28. Provide consultation, treatment, and/or rehab services directly with students.
29. Other duties as assigned.

Education, Experience and Qualifications

1. Bachelor's degree in related field.
1. Athletic Training Experience preferred.Must possess a valid Athletic Trainer Certified (ATC) credential issued by the National Athletic Trainers' Association Board of Certification (NATA BOC) at the time of application and maintain certification throughout employment.
2. Current State of IL Athletic Trainer license - NPI # Required

Knowledge, Skills and Abilities

1. Demonstrate successful leadership ability in working with students, staff, and parents
2. Demonstrate pursuit and interest in continuing professional growth with an intent to maintain knowledge and expertise in the field

3. Relevant knowledge of and experience in serving an organization's athletic programs and school community
4. Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.
5. Maintain confidentiality of sensitive and privileged information.
6. Understand and work within the scope of authority.
7. Establish and maintain cooperative and effective working relationships with others.
8. Communicate effectively both orally and in writing.
9. Train and provide work direction and guidance to others.
10. Work independently with little direction.
11. Plan, prioritize, and organize work.
12. Demonstrated ability to effectively collaborate with stakeholders in facilitating continuous organizational improvement
13. Consistent record of modeling, facilitating, supporting, and promoting equity, equality, and ethical decision making
14. Ability to communicate with stakeholders within the organization in both verbal and written form
15. Demonstrated ability to utilize a calm demeanor to develop and maintain professional and productive relationships with stakeholders
16. Ability to organize, lead, and complete assigned tasks as an individual and as part of a group
17. Ability to represent the district/school with a positive and professional attitude
18. Ability to relate to adolescents and teens in a positive and productive manner including an understanding of their developmental needs
19. Ability to multi-task and perform duties in a flexible manner for the purpose of facilitating student growth

Supervisory Responsibility

None

Position TRS Eligible

No

Work Environment

An athletic trainer in a school setting works in a highly dynamic, "dual-office" environment that fluctuates between clinical healthcare facilities and active athletic sidelines. The role requires constant adaptability, as the environment changes based on the season, time of day, and weather.

Travel

Traveling to specified away games and competitions as directed. Other travel responsibilities may be requested as needed.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SELECT WHAT CORRESPONDS TO THE POSITION.

The physical activity of this position. ***(Please check all blocks that apply)***		
X	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
X	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
X	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
X	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
X	E.	Crouching. Bending the body downward and forward by bending leg and spine.
X	F.	Crawling. Moving about on hands and knees or hands and feet.
X	G.	Reaching. Extending hand(s) and arm(s) in any direction.
X	H.	Standing. Particularly for sustained periods of time.
X	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
X	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
X	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
X	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
X	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
X	N.	Grasping. Applying pressure to an object with the fingers and palm.
X	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

X	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
X	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations sound.
X	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. ***(Please check only one block)***		
☐	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
X	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements include color, depth perception, and field vision. ***(Please check only one block)***		
☐	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
☐	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
☐	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
X	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. ***(Please check all blocks that apply)***		

X	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
X	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
X	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
X	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
X	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
X	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
X	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
☐	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
X	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
☐	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
☐	K.	The worker is required to function in narrow aisles or passageways.
☐	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures
This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

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Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.