
Job Title: Trainer, Athletic (Head)
Reports to: Athletic Director
Dept./School: Athletics
Wage/Hour Status: Exempt
Pay Grade: Admin-Professional / PG 3 (207 days) and Stipend
Date Revised: February 2026

Primary Purpose:

The Head athletic Trainer shall manage and supervise the coordination of coverage, treatment, rehabilitation and physician referral for all athletic and designated UIL programs.

Qualifications:

Education/Certification:

- Bachelor's degree
- Valid license from Texas Advisory Board of Athletic Trainers
- Current adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification

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

Experience:

Previous working experience as an athletic trainer

Major Responsibilities and Duties:

1. Coordinate coverage for all Huntsville ISD home athletic events and practices.
2. Coordinate coverage of all varsity football games.
3. Coordinate coverage for all playoff games or events.
4. Supervise the assistant athletic trainer/trainers.
5. Organization and monitoring of UIL required physical examinations for all athletics 7-12. Coordinate scheduling of yearly athletic physical examinations and screening for grades 6 – 11.
6. Distribute to athletes and coaches all necessary UIL medical paperwork.
7. Supervise the work of student assistants.
8. Follow and enforce district Sports Medicine policies.
9. Perform other duties assigned by the Athletic Coordinator.
10. Coordinate coverage for UIL Strength and Conditioning and Skills
11. Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
12. Provide physical conditioning training to student athletes.
13. Provide emergency or continued care and refer athletes to physician for definitive diagnosis and treatment.

14. Detect and resolve risks to athletes and determine continued participation in athletic events.
15. Develop and establish specific procedures to be carried out in the event of a medical emergency.
16. Provide health care information, counsel, and instruct parents/guardians and student athletes on subject matter related to athletic training.
17. Establish and maintain effective communication with students, parents, medical and paramedical personnel, coaches, and other staff.

Rehabilitation/Reconditioning

18. Plan and implement a comprehensive rehabilitation and reconditioning program for injuries and illnesses sustained by student athletes and communicate those plans with Huntsville ISD head coaches.
19. Determine therapeutic goals and objectives for individual athletes, apply therapeutic modalities, and instruct athletes on proper use of exercise equipment.
20. Fit injured athletes with specialized equipment and oversee its use.
21. Evaluate and record rehabilitation progress of athletes. Develop criteria for progression and return to practice and competition.
22. Follow and enforce professional, ethical, and legal parameters regarding use of drugs and therapeutic agents for treatment and rehabilitation of injured athletes.

Administration

23. Compile, maintain, and file all reports, records, and other documents including medical, accident, and treatment records as required.
24. Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.

Supervisory Responsibilities:

Select, train, and direct the education and work of student assistants.

Mental Demands/Physical Demands/Environmental Factors:

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

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: Moderate lifting and carrying

Environment: Continual walking and standing; moderate lifting and carrying; stooping, bending, kneeling, and reaching. 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

*Adapted from information provided by the Texas Board of Athletic Trainers on the scope of athletic training practices.

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.

Received by: _____

Date: _____