



## Iberia Parish Schools Job Description

### **TITLE: HIGH SCHOOL ATHLETIC TRAINER (B 202.1)**

**QUALIFICATIONS:** Minimum Bachelor's Degree from Commission on Accreditation of Athletic Training Education (CAATE) accredited program. Meets all requirements for an athletic trainer in Louisiana statutes (LSBME Licensed Athletic Trainer). National Athletic Trainer's Association-Board of Certification (NATC-BOC) certification is preferred.

**EXPERIENCE (Preferred):** 1-2 years of athletic training experience at a high school, sports medicine clinic, or college.

**REPORTS TO:** School Principal

**JOB GOAL:** Provides for the safety and well-being of all student athletes. Assists the Consulting Physician with student injuries and maintains appropriate safety/injury records. It is understood that the athletic trainer does not acquire tenure in this position.

**TERMS OF EMPLOYMENT:** 9 Month – The number of days as required by the currently adopted IPSB calendar.

**EVALUATION:** Performance in this position will be evaluated at least once annually in accordance with Board Policy.

**COMPENSATION:** 9-Month Certified Salary Schedule + Summer Supplemental Pay

#### **PERFORMANCE RESPONSIBILITIES:**

1. Provide for the care and prevention of athletic injuries for school athletes. This function is performed under the direction of a consulting physician. It is the responsibility of the Athletic Trainer to obtain, develop and maintain a relationship with a consulting physician(s) according to Louisiana statutes.
2. Implement rehabilitation for injured athletes under the direction of the Athletic Trainer's consulting physician(s).
3. Implement and supervise the student aid program.
4. Maintain daily injury records, medical records, and records of recovering athletes.
5. File school athletic insurance forms and maintains insurance records on athletes.
6. Maintain the training room facilities and equipment.
7. Inventory and order athletic training supplies.
8. Responsible for providing acceptable coverage at athletic activities. The coverage schedule will be decided upon by the Athletic Healthcare Administrative Team.
9. Maintain all equipment and supplies according to appropriate safety standards to include but not limited to blood-borne pathogen standards.

10. Provide student athletes and coaches with accurate information on injuries, supplements, and drug education.
11. Assist the Coach with respect to the maintenance of protective equipment (i.e., repair, fitting, and re-conditioning).
12. Provide courteous and prompt service to all internal and external customers including students, parents, co-workers, etc. Schedules and/or attends conferences with parents. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure that student and employee records confidentiality is assured.
13. Identify opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implementation of quality improvement initiatives.
14. Assist co-workers in the completion of tasks and assignments to ensure continuity of service; orient new co-workers and actively supports teamwork throughout the school system.
15. Perform other services as required.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Iberia Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and trainings mandated by state legislation and/or Louisiana Department of Education by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

16. Follow the specific requirements established by the School Board (LEA), Louisiana Department of Education (LDOE), the Board of Elementary and Secondary Education (BESE), and/or Federal regulations and guidelines established by each.
17. Model ethical behavior at schools and in the community.
18. Does not engage in outside work or activities that will interfere with job duties.
19. Adhere to and support the policies and procedures of the Iberia Parish School Board and the assigned school, including but not limited to: Employee Acceptable Use Policy for District Technology Resources (EFA), Employee Use of Social Media (EFAA), Use of Telephones and Other Electronic Telecommunication Devices (GAMI), and Electronic Communications Between Employees and Students (GAMIA).
20. Follow the appropriate chain of command when communicating concerns.
21. Use appropriate language that is void of vulgarity, lewdness, coarseness, or profanity.
22. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
23. All employees are subject to drug/alcohol testing in accordance with IPSB Employee Alcohol and Drug Testing Policy (GAME).

*While the operation of the Iberia Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

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