

## COORDINATOR OF ATHLETIC TRAINING

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<b>SPA License Status:</b>	Licensed/No Contract
<b>SPA Probation:</b>	One Year
<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Director of Health Services
<b>Supervises:</b>	Head Athletic Trainers
<b>Salary Schedule:</b>	Management & Administrative Support, Range 6
<b>Terms of Employment:</b>	8 Hours / 12 months
<b>Job Goal:</b>	Provide leadership and oversight for a comprehensive sports medicine program that prioritizes the prevention, evaluation, treatment, and rehabilitation of athletic injuries related to extracurricular athletics. Support and guide athletic trainers in delivering high-quality care, ensure consistent program standards across all sites, and promote education for student-athletes and sports medicine students in injury prevention and overall wellness.

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### Minimum Qualifications

1. Master's degree\* from an accredited college or university.
2. National Athletic Trainer Board Certification (BOC) Certification.
3. New Mexico Athletic Trainer license (must be in good standing).
4. At least five years of experience as an Athletic Trainer and a minimum of two years working in a high school setting.
5. Valid New Mexico Public Education Department (PED) Teaching License.
6. Well versed in current research-based athletic training practices.
7. Strong organization, communication, written, oral, leadership, and interpersonal skills.
8. Proficiency with computer software applications.
9. Self-directed, ability to take initiative, committed to supporting the goals of the organization.
10. BLS Certification

*\*An athletic trainer who has received certification and or license before 2024 is exempt\**

### Job Duties

1. Provide oversight of the Head Athletic Trainers employed by Las Cruces Public Schools.
2. Work in conjunction with the Athletic Training Supervisor from Mountain View Regional Medical Center to establish role delineations and maintain consistent function of all Athletic Trainers.
3. Work in conjunction with the physician providing standing orders to develop, review, and maintain standing orders for athletic trainers, ensuring that all treatment, evaluation, and rehabilitation protocols align with current standards and best practices.

4. Oversee and participate in the annual evaluation of athletic trainers, ensuring evaluations are conducted in accordance with district protocols and support professional growth and performance standards.
5. Develop, manage, and oversee the annual budget for athletic trainers, ensuring resources are allocated efficiently to support program needs and operational priorities.
6. Coordinate and oversee transportation and lodging arrangements for head athletic trainers attending out-of-town events.
7. Oversee and ensure appropriate medical coverage is in place for all home events, coordinating with athletic trainers and medical providers as needed, and provide direct coverage when necessary.
8. Facilitate the resolution of conflicts between athletic trainers and stakeholders, providing guidance and support to ensure effective communication and collaborative problem-solving.
9. Oversee athletic trainers in monitoring all aspects of injury prevention and athlete safety, including but not limited to:
  - a. Assessing weather conditions (e.g., excessive heat, lightning) and implementing safety protocols.
  - b. Ensuring coaches and athletic trainers provide athletes with proper hydration.
  - c. Confirming that student athletes are not subjected to excessive or unsafe physical demands.
10. Supervise and support athletic trainers in monitoring injured or ill athletes, ensuring appropriate physician referrals are identified and facilitated in a timely manner.
11. Ensure athletic trainers provide safety instruction to athletes and collaborate with coaches to complete equipment and facility safety checks, promoting a safe environment for all athletic activities.
12. Ensure athletic trainers are prepared to administer appropriate emergency care to injured athletes and oversee protocols for timely parent/guardian notification.
13. Serve as the primary liaison between the school, athletic department, and medical community, facilitating communication, collaboration, and alignment on athlete care and program initiatives.
14. Advocate for athlete safety and welfare by supporting athletic trainers in upholding medical decisions and intervening when actions are proposed that may compromise an athlete's health or well-being.
15. Ensure athletic trainers provide the school nurse with reports of injuries requiring EMS transport or hospitalization and oversee the completion and submission of incident reports to Risk Management.
16. Advise coaches and school administration on strategies to prevent the spread of infectious diseases and ensure athletic trainers oversee proper hygiene and sanitation practices in showers, locker rooms, and playing areas.
17. Ensure prompt communication with the district athletic director and school athletic coordinator when coaches fail to comply with school district or athletic department policies, supporting consistent enforcement of standards.
18. Participate in professional development activities, including attending, developing, coordinating and presenting professional development.
19. Teach associated Healthcare and Human Services classes as assigned.
20. Exhibit professionalism by maintaining regular attendance and adhering to the established

- work schedule, while avoiding disruptions to the educational setting and district operations.
21. Upholds and adheres to all LCPS policies and regulations.
  22. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes, and rules and regulations.
  23. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff, and peers.
  24. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
  25. Evenings and weekend work may be required.
  26. Performs such other duties as may be assigned.

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### **Machines, Tools, Equipment, and Work Tools**

Various machines, equipment, and tools including, but not limited to, computers, telephones, instructional technology.

### **Worker Traits**

#### Aptitudes

1. Verbal ability required to understand oral and written instructions.
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job.
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly.
4. For further information regarding worker traits, please see attached job analysis.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of certified personnel.

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I accept this position offered and agree to the above job description.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_