

TITLE:	Athletic Trainer	STATUS:	Exempt
REPORTS TO:	Director of Athletics	TERMS:	179 Days
DEPARTMENT:	Athletics	PAY GRADE:	T1 SBEC Non-Certified-Non-Chapter 21 Contract SBEC Certified - Chapter 21 Contract

PRIMARY PURPOSE:

Plan, coordinate, supervise all components of the athletic training program for student athletes. Also work under the direction of team physicians to carry out Activities in the following areas: prevention, evaluation, emergency treatment, physical reconditioning, and rehabilitation of injuries.

QUALIFICATIONS:

Education/Certification:

Bachelor's Degree

Valid license from Texas Advisory Board of Athletic Trainers

Special Knowledge/Skills:

Ability to provide injury prevention and rehabilitation services

Ability to provide emergency care

Ability to instruct and supervise student athletes and assistants

Excellent organizational, communication, and interpersonal skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Three years' experience as an athletic trainer

Knowledge of therapeutic modalities and ability to apply appropriate treatment to treat student athletic injuries

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours, frequent district-wide and occasional out of district travel. Continual walking and standing; moderate lifting and carrying; stooping, bending, kneeling, and reaching; occasional lifting up to 35 lbs. Work outside (exposure to sun, heat, cold, and inclement weather) and inside. Exposure to biological hazards, bacteria, and communicable diseases.

Essential Functions:

1. Provide students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, physical and social growth. Enable students to develop competencies and skills to function successfully in society.
2. Coordinate the prevention, recognition, care and treatment, and rehabilitation of athletic injuries. This applies only to athletes who incur injury while participating for New Caney ISD and the student athletes from other schools who are participating on New Caney ISD campuses. All outside activities require a release from a licensed physician before treatment will be provided. Emergency first aid only for other UIL/school sanctioned events.
3. Define and implement all sports medicine policies and procedures and communicate this information to all coaches, sponsors, and parents as needed.

4. Distribute, review, and file UIL and NCISD mandated pre-participation physical examination paperwork on a yearly basis. These files are to include all referral forms, Athletic Injury Forms, claim forms for insurance purposes, physician's notes and prescription of treatment and drugs. Completed physical packets are to be filed in a secure and confidential manner.
5. Collect and make available to all head coaches a list of all athletes that have completed and returned UIL and NCISD papers and their availability to participate.
6. Record and maintain records pertaining to treatment and disposition of injuries sustained by NCISD student athletes participating in school and UIL sponsored activities. This includes student athletes from other schools participating on NCISD campuses.
7. Record and maintain daily treatment records to include service provided to student athletes.
8. Provide a written rehabilitation protocol for all injured athletes.
9. Consult with parents and then refer student athletes to appropriate physicians for treatment of injuries sustained while participating in NCISD and UIL sponsored activities. The athletic trainer and school nurse are the only authorized NCISD employees that refer a student athlete to a physician, except in the case of an emergency, while the athletic trainer and/or school nurse is not present. This includes student athletes from other schools participating on NCISD campuses.
10. Establish a sports medicine team, which includes a team physician to help in the care of NCISD student athletes.
11. Coordinate all school sponsored athletic physicals.
12. When possible, notify all involved school personnel if a student athlete is going to miss school due to an injury.
13. Develop and implement an annual training budget in accordance with procedures set by the NCISD athletic department. The athletic trainer will return the budget to the athletic director. The process will include budget preparation, bid procedures, inventory, maintenance, capital outlay request, and yearly upkeep on all equipment issued to sports medicine.
14. Maintain an active inventory of equipment and supplies and explore ways in which the budget may be conserved.
15. Manage the student accident insurance program for the entire district.
16. Coordinate the extra-curricular insurance program for the entire district.
17. Evaluate and secure a catastrophic insurance plan for all UIL/school sponsored activities.
18. Maintain, where applicable, an insurance eligibility list that can be submitted to the insurance company for inclusion in the premium coverage. In situations where an insurance policy is not provided, provide a district wide list of all students who purchased the student accident insurance policy.
19. Coordinate the completion and filing insurance plan for all UIL/school sponsored activities.
20. Assist parents with cross filing on the family's individual insurance carrier and follow up on all identified claims until all parties have been paid.
21. Be aware of all Health Maintenance Organization (HMO's) and changes that affect student athletes.
22. Work with the athletic director to establish a reasonable work calendar and training room hours.
23. Establish a communication link between the junior high schools and the athletic trainer as to when they can bring student athletes to the training room for treatment or rehabilitation. This will include a set time that the athletic trainer will be at the junior high schools.
24. Set training room hours for all practices during those hours as set by the athletic director. This includes arriving in advance to prepare for and administer treatments and/or rehabilitation.
25. Provide accessibility to water and an athletic training kit at all practices.
26. Inform coaches on a daily basis about injuries and the status of their injured athletes.
27. Establish and make available to all coaches a written schedule for which athletic trainer will be on duty and where they will be stationed.
28. Both athletic trainers will work all varsity football games, whether at home or away. This is based on no other home event scheduled at that time.

29. Provide support for all sports equitably; at least one trainer must work at all home events.
30. Supervise the student trainer program offered at NCISD.
31. Oversee the recruiting, selection, and instruction of student trainers in sports medicine.
32. Provide guidance in the pursuit of college grants and scholarships for students interested in pursuing sports medicine as a career.
33. Attend the annual meeting of the Southwest Athletic Trainers Association.
34. Attend sports medicine symposiums sanctioned by the Texas Department of Health.
35. Observe, when possible, any surgery of a NCISD student athlete.
36. Observe any new techniques in rehabilitation in order to provide the best care possible for NCISD student athletes.
37. Ensure, along with the assigned equipment manager, that all helmets are recertified. Evaluate all junior high athletic equipment as to its safety. This is to include the equipment's fit or modification for protecting an injured site.
38. Determine and insure the safety of practice and game field settings.
39. Order, receive and inventory equipment and supplies during summer months.
40. Oversee insurance needs that must be completed during the summer months.
41. Responsible for communication with school nurses regarding treatment of athletes.
42. Complete all end of year reports.
43. Complete all safety inspections of all equipment associated with the training room.
44. Coordinate drug testing program.
45. Maintain confidentiality of information.
46. Meet regular and predictable attendance requirements.
47. Observe all safety rules and keep work areas clean and orderly at all times.
48. Perform other duties as assigned by the athletic director or campus principal.

Essential Functions:	Paid	% from	Funds
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| 49. Work with their students to increase their academic achievement and reduce the dropout rate of students. | | | |
| 50. Provide a challenging and meaningful instructional program to close the achievement gap between children at risk of dropping out of school and their peers. | | | |
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable. I understand this job description is supported by a single cost objective, even though funding could be split among multiple sources.



I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____ Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date