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| Job Title: | ATHLETIC TRAINER | Reports to: | Athletic Director |
| FLSA status: | Exempt | Supervisor duties: | none |
| Classification: | Certified | Approved on: | 09/01/2020 |
| Position Summary: | Coordinate and organize the daily Athletic Trainer functions with the Athletic Director and coaches in District. Complete all reporting requirements to the district. Review student physicals and releases to ensure authenticity; make decisions based on established National Athletic Trainers' Association (NATA) guidelines. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide trainer service for all home athletic events (all sports, girls and boys) and all sports practices (girls and boys). The trainer will provide this service to the varsity, junior varsity, and freshman athletic teams.
- Work consistently with injured athletes as they complete any physical therapy ordered by a physician or physical therapist.
- Provide training services for all athletes competing in school and district (middle school and high school) hosted tournaments.
- Teach and monitor students who are participating in the sports science program and any other student trainer volunteers. Under the direction of the athletic trainer, these students will work every day after school to prepare athletes for competition and provide various appropriate treatment. These students will also help the trainer at various home athletic competitions and away football contests.
- Organize and administer the implementation of the technology based assessment program for concussion treatment known as IMPACT. The program requires all athletes to complete a pre-evaluation that is administered by the trainer. The trainer will then conduct post-assessments whenever it suspected that an athlete has sustained a head injury. With the aid of local physical therapists and the athletic trainer at ERAU, the IMPACT program may be provided free of charge for one year for all student athletes at the middle schools and the high school.
- Aid coaches and staff in the implementation of the AIA Heat Acclimatization & Exertional Heat Illness Management Policy.
- Maintain student treatment and health records for the purpose of communicating and/or documenting information that can be shared with the athlete, their parents, and/or area physicians and physical therapists that are providing care for the athlete that requires medical treatment and/or physical therapy. The trainer will be expected to honor all the mandates detailed in The Health Insurance Portability and Accountability Act of 1996 (HIPAA) in the process.
- Distribute, order, and repair the equipment for all the boys' sports programs. This will include but is not limited to the fitting of football helmets and gear at the beginning of the football season as well as the cleaning and storing of the equipment at the end of the season.
- Aid the school's custodial and maintenance staff in cleaning and making repairs in the athletic training room, locker rooms, gymnasiums, and outdoor competition facilities.
- Aid the athletic director in planning and administering physicals to athletes that take place at Prescott High School each spring.
- Aid the athletic director in evaluating the athletic facilities for hazards and inadequate equipment. The athletic trainer will help make recommendations and aid in the implementation of modifications that will reduce the risk of injury.
- Organize and teach BASIC (care and prevention of athletic injury course) as well as miscellaneous training and information in the field of sports medicine to all district coaches on a periodic basis.
- Organize and teach first aid and CPR courses for middle school and high school coaches and district officials. If the trainer is not certified to teach these courses, he/she will make arrangements to have these courses provided to the staff through the American Red Cross or other qualified agency.
- Make the training room facilities and medical attention available to junior high school athletes with arrangements made by the coach and the trainer.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Operate a variety of equipment including computers, copiers, overhead projectors, motor vehicle
- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- Ability to respond appropriately to inquiries or complaints
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development
- Knowledge on how to plan, educational forms and data write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- Speak before groups of people with poise, voice control and confidence
- Knowledge on how to apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and
- Problems to generate options and solutions; interpret and carry out oral and/or written instructions
- Demonstrate continued professional curiosity and growth
- Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to hear, speak, read, record, and explain information, communication adequately
- Ability to maintain a collected behavior in stressful situations

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's degree and NATA Certification
- Arizona Athletic Training License
- CPR & First Aid Certifications
- A minimum of three years successful experience in public school

Computer Proficiency: MS Office Suite, Google Suite

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

While performing the duties of this job, the employee is required stand for sustained periods of time; walking for possibly long distances; hearing: perceive the nature of sounds at normal speaking levels with or without correction and ability to receive oral communication; position requires a medium level of work that consists of exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently.

WORK ENVIRONMENT:

The position is exposed to both inside and outside environment conditions; The noise level in the work environment is moderate to loud and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.