

# Richland School District Two

## **JOB DESCRIPTION (Revised June 2024)**

**JOB TITLE:** Assistant Athletic Trainer

FLSA Status: Exempt

Pay Schedule: 115

Days of Work: 225

### **GENERAL STATEMENT OF JOB**

Under general supervision, works in the school athletic training program under the direction of the school Athletic Trainer and in accordance with state statutes, rules, regulations, and best practices in the field. Responsibilities include primary care, injury and illness prevention, wellness promotion and education, emergency care, therapeutic intervention, and rehabilitation of injuries and medical conditions, in collaboration with or under the direction of referring or team physicians and school Athletic Trainer, as required by state and District procedures. Reports to the school Athletic Trainer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the maintenance of an injury prevention, injury treatment, and injury rehabilitation program.

Follows comprehensive emergency plans for his/her specific facilities. Refers patients to medical facilities, when necessary, under the direction of the school Athletic Trainer.

Provides for the evaluation and immediate care of injuries. Provides for the prevention of injuries through the application of protective taping, wraps, braces, etc.

Assists in the implementation of rehabilitation programs for injuries under the direction of a referring physician and the school Athletic Trainer. Participates in daily treatment, evaluations, and rehabilitation of student athletes. Serves as a liaison among physicians, coaches, patients, and parents as directed by the head Athletic Trainer.

Assists coaches and student athletes in flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance as directed by the school Athletic Trainer.

Maintains specified hours of operation for the athletic training facility, as necessary.

Provides Athletic Trainer coverage at athletic activities on a schedule approved by the school Athletic Director.

Supervises student athletic training aides. Provides instruction and guidance on proper treatment of injuries.

At the direction of the school Athletic Trainer, assists in the maintenance of up-to-date file physical and emergency medical forms as required by state and District regulations. Maintains high-quality medical records on all injuries and rehabilitation procedures. Maintains the inventory

of athletic training supplies and equipment in collaboration with the school Athletic Trainer.

Complies with all policies regarding health care delivery as indicated by District regulations.

Willingly performs other duties as assigned or requested.

### **MINIMUM TRAINING AND EXPERIENCE**

National Board of Certification for the Athletic Trainer (BOC) required. Current South Carolina LLR licensure required.

### **JOB REQUIREMENTS**

#### **Knowledge:**

Knowledge of the policies, procedures, and activities of the District which pertain to the specific duties and responsibilities of the position. Thorough knowledge and understanding of current health and injury care procedures and practices. Knowledge of the records, forms, and reports which must be prepared and maintained. Knowledge of proper functioning and maintenance of equipment, materials, and supplies used in daily activities for athletic training programs.

#### **Skills/Effort:**

Ability to provide proper care for injuries and implement rehabilitation exercises as needed. Ability to plan, organize, and manage an athletic training program. Ability to communicate effectively with coaches, parents, patients, District officials, and other persons of varied backgrounds. Ability to effectively maintain medical records and to complete detailed forms as needed. Ability to operate general office equipment in the performance of daily activities.

#### **Additional Physical, Cognitive, and Other Requirements:**

Duties involve indoor and outdoor work in the school athletic environment, during and after school hours. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Must apply effective leadership principles to assist in counseling, teaching, and supervising students. Must be able to stand for extended periods as necessary, and stoop, kneel, crouch, and push or pull items of moderate weight (up to 50 pounds) as needed. Must be able to record and exchange data; and follow or deliver detailed verbal or written instructions. Must have sufficient hand, eye, and foot coordination to use or operate athletic training equipment, items, and supplies.

#### **Working Conditions:**

Conducts duties in both indoor and outdoor environments with exposure to various environmental conditions. Requires ability to work under a degree of stress related to duties involving students and athletic injuries. Physical demands may require the lifting or moving of items weighing up to 50 pounds. Occasional local or out-of-state travel is required; some overnight travel may be required. Job requires the operation of standard office and athletic training equipment.

#### **Responsibility:**

Responsible for supervising student athletic training aides. Responsible for providing athletic trainer coverage at athletic events and the athletic training facility.

### **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**EEO STATEMENT**

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_