



## JOB DESCRIPTION

### Athletic Trainer

<b>DEPARTMENT:</b> School	<b>SCHEDULE:</b> 118
<b>REPORTS TO:</b> Principal; Athletic Director	<b>WORKDAYS:</b> 225
<b>CLASSIFICATION:</b> Classified	<b>FLSA STATUS:</b> Exempt
<b>PCS CODE:</b> 37	<b>DATE:</b> May 2025

**Our Mission:** In partnership with our community, we empower students to discover their potential and prepare for a successful future.

**Our Core Values:** Belonging, Learning, Continuous Improvement and Joy

**Our Vision:** Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

#### POSITION SUMMARY

Under general supervision, plans, organizes, and supervises the school athletic training program 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. Collaborates with or works under the direction of referring or team physicians, as required by state and District procedures.

#### MINIMUM REQUIREMENTS

**Education:**

Bachelor's Degree in sports medicine, exercise science, or a related field required. Master's Degree in an appropriate area preferred.

**Certification/License:**

National Board of Certification for the Athletic Trainer (BOC) required.

Current South Carolina Labor and Licensing Review (LLR) licensure required.

Must possess a valid South Carolina driver's license or government issued picture ID.

**Work Experience:**

One (1) to two (2) years of experience as an assistant athletic trainer or completion of athletic trainer internship program; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current health and injury care practices and procedures for student

athletes.

- Knowledge of the proper functioning and maintenance of equipment, materials, and supplies used in daily activities for athletic training programs.
- Knowledge of state and federal laws, guidelines, and compliance requirements applicable to the program.
- Knowledge of District and school safety and security procedures.
- Proficient knowledge and use of computer applications relevant to the position.
- Ability to provide proper care for injuries and design rehabilitation exercises as needed.
- Ability to plan, organize, and manage a comprehensive athletic training program. Ability to accurately maintain medical records and complete detailed forms as needed.
- Ability to appropriately supervise assistant athletic trainers, student athletic trainers, and volunteers. Ability to appropriately supervise the activities of athletes while using the athletic training facility.
- Ability to effectively communicate with students, parents, school, and District staff in oral and written form.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

## **ESSENTIAL DUTIES**

- Establishes and maintains an injury prevention, injury treatment, and injury rehabilitation program at the middle/high school level. Develops comprehensive emergency protocols for injuries and accidents. Provides appropriate emergency instruction for assistant trainers, coaches, athletes, and volunteers.
- Provides for the evaluation and immediate care of injuries. Provides for the prevention of injuries through the application of protective taping, wraps, braces, etc. Administers first aid, emergency care, and life-sustaining efforts as needed until further medical assistance is available.
- Designs and supervises rehabilitation programs for injuries under the direction of a referring physician. Coordinates daily treatment, evaluations, and rehabilitation of student athletes. Serves as a District liaison among physicians, coaches, injured student athletes, and parents.
- Advises coaches and student athletes on flexibility, strengthening, and conditioning programs to deter injuries and optimize performance. Advises coaches and athletes on health and sports related issues, including but not limited to injury prevention, conditioning, proper fitting and use of protective equipment, nutrition, and substance abuse.
- Establishes daily hours of operation for the student training facility. Develops plans for providing athletic trainer coverage at athletic events on a schedule approved by the Athletic Director.
- Supervises assistant athletic trainers and student athletic training aides. Provides instruction and guidance on proper treatment of injuries.
- Maintains an up-to-date file of all physical and emergency medical forms as required by state and District regulations. Maintains accurate, timely medical records of all injuries and rehabilitation procedures. Provides reports to the Athletic Director and/or administrators, as directed.
- Collaborates with the Athletic Director to maintain a sufficient inventory of athletic training supplies and equipment to meet the needs of the athletic training program.

- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

## PHYSICAL ABILITIES AND WORKING CONDITIONS

**The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.**

**Vision:** Ability to read small print and view a computer screen for prolonged periods of time.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh twenty (20) or more pounds on a frequent basis.

**Environmental Requirements:** Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position with exposure to various environmental conditions.

**Mental Requirements:** Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

**Additional Work Conditions and Physical Abilities:** Local travel required. Occasional overnight or out-of-state travel may be required. Reliable transportation required.

***Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***