

Washington West Supervisory Union Job Description

JOB TITLE: Athletic Trainer/Assistant Athletic Director

FLSA STATUS: Non-Exempt

UPDATED: FY 2016

REPORTS TO: Superintendent of Schools

POSITION OBJECTIVES: Maintains the maximum physical fitness condition of high school-aged athletes by evaluating, advising on, and treatment of their physical condition for participation in athletic competition.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Injury prevention through strength and conditioning programs, equipment fitting, taping, bandaging, bracing and nutrition.
- Recognition, evaluation, and assessment of athletic/orthopedic injuries or illness.
- Immediate care of athletic/orthopedic injury or illness.
- Treatment, rehabilitation, and reconditioning of athletes with athletic or orthopedic injuries or illness.
- Assistance to coaches with physical development programs for teams.
- Organization and implementation of any and all safety and student well-being protocols as required.
- Organization and administration of the athletic training program and facilities. Duties may include but are not limited to:
 - Bid preparation
 - Ordering supplies
 - Maintain inventory
 - Maintain proper medical records, injury reports, and daily treatment logs
 - Providing athletic training coverage for home athletic events and practices within hourly constraints
 - Maintenance of the athletic training room
 - Coordinate efforts with coaches, parents, and other qualified allied health personal
 - Supply teams with appropriate medical kits for their activities
- Professional development, maintaining certifications, and quality of care.
- Refer athletes to physicians and other medical personal as needed.
- Administrative tasks to include, but not limited to:
 - Prepare team and club rosters
 - Issue and retrieve uniforms
 - Assist with game and event set up and take down
 - Maintain varsity letter and participation records
 - Assist with verifying student participation eligibility (physicals, registration)
 - Assist with daily attendance recordkeeping
 - Serve as site administrator in the absence of the Athletic Director at home or away events

SUPERVISION RECEIVED: Works under moderate to minimal supervision from the Athletic Director.

SUPERVISORY RESPONSIBILITIES: Supervise and coordinate supplemental athletic training services.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Must have the minimum of a Bachelors degree in athletic training or other appropriate discipline such as, but not limited to: physical education, exercise physiology, health, or other related fields plus 2 years of relevant experience.
- Certifications and Licenses. Must be certified and in good standing with the NATABOC (National Athletic Trainers Association Board of Certification). Must be certified as an athletic trainer in the state of Vermont under the office of professional regulation.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of organization.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 100-150 lbs. with assistance when needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.