

**South Burlington School District
Position Description**

Job Title: Athletic Trainer
Location: SBHS Student Activities
Job Group: Non-Union Support Staff
Pay Level: Non-exempt,
Reports To: Director of Student Activities

Summary: Responsible for providing quality emergency care, treatment and rehabilitation plans for injured athletes in order to minimize and prevent further injuries. Instructs, guides, and trains others in sports-health related topics.

Essential Duties and Responsibilities: *Other duties may be assigned*

1. Organizes and oversees the athletic training program by:
 - a. Maintaining student athletic records such as parental approval forms; health insurance coverage/policy numbers; student athlete's health physical records; athlete injury records, treatment prescribed, and/or referrals to other healthcare providers.
 - b. Organizing and maintaining appropriate supplies, equipment, and inventory of the Athletic Trainer facilities.
 - c. Assists in the scheduling of Athletic Trainer coverage for athletic events.
 - d. Assists in the development and monitoring of the Athletic Training budget. Prepares invoices for payment for Director of Student Activities' approval.
 - e. Serves as a consultant for the purchase and proper use of athletic equipment and fittings.
 - f. Provides appropriate information for purposes of Student Athletic Trainer "Lettering".
2. Provides athletic training services.
 - a. Attends athletic events at home and away as designated by the Director of Student Activities.
 - b. Meets with student athletes regarding sports related injuries to evaluate and to treat injuries as necessary.
 - c. Assists the school nurse in the communication and delivery of medical information and services.
 - d. Establishes and directs the procedures for the proper care of injured student athletes. Responsible for communicating the status of the injured student athlete to appropriate persons including, but not limited to, the student athlete, parent, Director of Student Activities, Principal and coach.
 - e. Responsible for determining, in concert with the injured student athlete, physician, parent and coach the student's ability to return to practice or playing status following an injury.
 - f. Oversees the application of devices used in the prevention or protection against injury.
 - g. Oversees the proper use of therapeutic modalities such as the whirlpool or hydro collator, in the treatment and rehabilitation of injuries.
 - h. Provides training, under the general supervision of the Director of Student Activities, on topics such as First Aid, CPR and the Care and Prevention of Athletic Injuries.
 - i. Serves as a resource person to coaches and student athletes on various physical fitness and health topics such as conditioning programs, diets, off-season programs and other related issues.
3. Responsible for keeping current on new and emerging issues within job responsibilities. Attends approved educational training programs and responsible for maintaining proper licenses and accreditations.
4. Performs other duties and services as assigned by the Director of Student Activities.

General Responsibilities: Supervises student Athletic Trainers in accordance with the organization's policies and applicable laws. Responsibilities include: assisting in the interviewing, selection and training student athletic trainers; planning, assigning, and directing work; appraising performance; rewarding and disciplining student athletic trainers; addressing complaints and resolving problems; communicating procedures and plans. Regular attendance in accordance with established work schedule.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience: A Bachelor's Degree in Athletic Training, or related field with NATABOC Certification. Master's Degree and at least 3 years of experience is preferred. Accredited training in Professional Rescuer CPR and First Aid is essential. Experience in the design and delivery of athletic training programs is preferred.

Certificates, Licenses, Registrations: NATABOC Athletic Trainer or eligibility for Certification, and state license. Current certification in Professional Rescuer CPR and First Aid.

Language Skills: Ability to read and analyze, and interpret general health related periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from various groups to include students, parents, physicians, administrators, staff and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as dosage, proportions, percentages, area, circumference, volumes, range of motion, budget management. Ability to apply concepts of basic algebra, geometry, physics.

Reasoning Ability: Ability to define problems, collects data, establishes facts, and draw valid conclusions. Ability to interpret an extensive and variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables concurrently.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and policies. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

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 this job. Reasonable accommodations, as defined by the District, may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, run, sit, reach, lift, bend, talk or hear. The employee is often required to reach with hands and arms; grasp and feel with fingers; stoop, kneel, crouch or bend. The employee must occasionally lift and/or move heavy objects and assist in moving persons. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. This position will require the employee to travel with teams to athletic events.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending on the activity in the particular part of the day. There are various climates encountered as the position may require the person to perform their job inside or outside regardless of weather conditions.

Terms of Employment: As specified on the Memorandum of Agreement

Compensation: As established by the school Board.

Evaluation: Performance will be evaluated at least annually by the Director of Student Activities according to the stated performance objectives and the qualities and characteristics contained on the evaluation form.

Date Approved: MJabour/5/3/21

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____