

# JOB DESCRIPTION



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**Position Title:** Head Athletic Trainer

**Department:** Athletics

**Employment Category:** Coaches Staff

**Primary Location:** Douglas Campus

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-time; 10 months/year

**Pay Grade:** Head Coaches Grade

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**Position Summary:** The Head Athletic Trainer is responsible for providing support to all athletic teams, assisting athletes with injuries and illnesses, and assessing injuries/illnesses, determining appropriate treatment, using medical equipment and supplies, and monitoring the department budget.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Attends athletic/sporting events; responds to athletic injuries/illnesses in a timely manner; assesses injuries and/or illnesses; determines appropriate and/or necessary treatment; performs treatment(s) and testing which may include but is not limited to muscle stimulation and ultrasound; contacts medical personnel as appropriate and necessary

Recommends course of treatment and rehabilitation to athletes and athletic staff; arranges and monitors rehabilitation program; assesses and determines athletes' readiness to return; educates staff and athletes on injury prevention and rehabilitation

Supervises other department staff, including participating in the selection, work assignment, and evaluation of staff

Remains current in the field of athletic training and/or sports medicine; adheres to safety practices and procedures; takes appropriate precautions when treating injuries/illnesses; complies with all applicable policies and procedures; creates, modifies and implements policies and procedures as appropriate

Develops, monitors and maintains budget ensuring compliance with budgetary constraints; purchases supplies and equipment; processes and oversees administration of student athlete medical insurance claims; negotiates services with insurance companies as appropriate; monitors physician consultations; prepares special and recurring reports which may include daily injury report, athlete databases

Monitors, maintains and utilizes medical and athletic training equipment in treatment of sports/athletic injuries; schedules and/or performs routine equipment maintenance; ensures that all equipment is in proper working order; maintains adequate inventory of supplies ordering as necessary

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Interacts with college personnel, students, vendors, healthcare /medical personnel among others; represents the college at various events, meeting, conferences and seminars; operates college vehicles; responsible for the supervision of the Assistant Athletic Trainer

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Master's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education  
National Athletic Trainers' Association Certification  
Three years' related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

**Knowledge Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of athletic training/sports medicine  
Knowledge of health and safety practices and procedures  
Knowledge of medical supplies and equipment  
Knowledge of various treatment modalities  
Knowledge of budget preparation, monitoring and administration  
Knowledge of rehabilitation methods/programs  
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Skill assessing and treating various medical conditions  
Skill responding to crises in calm/rational manner  
Skill using medical equipment and supplies  
Skill preparing, monitoring and maintaining budgets  
Skill in operating motor vehicles  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

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Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in an office setting. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Director of Athletics

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.