

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Athletic Trainer

QUALIFICATIONS: Holds valid Athletic Trainer Certification of NJ Certificate of Eligibility. Possesses valid and current First Aid and CPR certification. N.A.T.A. certificate.

REPORTS TO: Supervisor of Athletics and/or Principal of High School

JOB GOAL: Provide for the prevention, care, and reconditioning of injuries incurred in the interscholastic athletic program. Ability to provide injury prevention education, physical conditioning, emergency care and reconditioning therapies for athletes.

PERFORMANCE RESPONSIBILITIES:

1. Maintains, as necessary; direct contact with the school physician and school nurse.
2. Initiates and directs rehabilitation programs.
3. Attends all home athletic contests and away varsity football games – Maintain a regular schedule of appearance at pre-season practices prior to the start of the school year.
4. Administers and/or supervises all pre-game or practice taping and wrapping.
5. Administers and coordinates the student education program (when present).
6. Provides in service training program for interested staff members. Supply fully equipped first aid kits for each team and set up hydration stations.
7. Improves professional competence. Keep abreast of latest training methods. Attempt to improve the level of training expertise through clinics, meetings, readings of pertinent articles and other means where available.
8. Makes decisions as to when an athlete is able to resume participation and, as necessary, consult with school doctor.
9. Makes routine visits to practice facilities and be available in practice areas during contact and scrimmage components of practice.
10. Maintains contact with parents and coaches on status of injured athlete.
11. Assists in upholding and enforcing rules, administrative regulations and Board Policy.
12. Attends staff meetings conducted by the Supervisor of Athletics and school

principal.

13. Attends all county/state play-off games determined by the Supervisor of Athletes.
14. Accepts responsibility and accountability for the issue, appropriate use and storage of all equipment dealing with training and maintain an accurate inventory of that equipment.
15. Reports periodically to the Supervisor of Athletics during the year with regard to developments in the program.
16. Maintains medical records for each athlete in cooperation with the school nurse. Develop accurate procedures for reporting injuries and maintaining daily treatment.
17. Works with the Supervisor of Athletics in the preparation of an annual budget which will meet the on- going needs of the training department.
18. Maintains proper records, statistics, and other paperwork necessary to conduct the training program. Copies of these are to be supplied to the Supervisor of Athletics at the conclusion of the year, as part of an annual report evaluating the program, with recommendations for improvement.
19. Assumes other trainer related duties and assignments as the Supervisor of Athletics or Principal deem necessary.
20. Makes arrangements for athletic physicals with nurse .
21. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that allows the trainer to develop and maintain a relationship with students, staff, administration, parents and the community.

TERMS OF EMPLOYMENT:

Ten month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Date:

Revised by: