Position: Athletic Trainer

Position Number:

Department/Site: P.E.

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Director, dean, or other administrator in assigned area

Salary Range: 36

DESCRIPTION:

Under general direction, provide first aid and emergency medical care of physical education students and athletes; assist in the development and implementation of programs and policies for the prevention of injuries to student athletes; determine when professional medical attention is necessary; develop and administer rehabilitation program for injured students and athletes in accordance with instruction from physicians. Maintain safe training room environment that contributes to the safety and well-being of all participants in college’s physical education and athletic programs.

REPRESENTATIVE DUTIES:

- Plans and implements comprehensive athletic injury and illness prevention programs.
- Develops training programs and routines designed to improve athletic performance.
- Oversees and implements a comprehensive concussion management system in accordance with guidelines set by the California Community College Athletic Association (CCCAA).
- Confers with coaches in order to select protective equipment.
- Keeps current with research on subject matter related to athletic training or sports medicine.
- Work with physical education faculty, including faculty athletic trainer who coordinates and directs work, in support of athletic training services.
- Advises athletes and coaching staff on matters related to conditioning, rehabilitation, training, diet, rest, alcohol/substance abuse, environmental conditions and related matters.
- Instructs coaches, athletes, medical personnel, community members, and parents in the care, prevention and treatment of athletic injuries.
- Advises student athletes on the proper use of equipment.
- Plans or participates in clinics and other events to promote safe and healthy practices.
- Coordinates and tracks student training room hours and schedules.
- Travels with athletic teams as assigned and attends games and training sessions in order to be available to athletes as needed.
• Transports or accompanies athletes to appointments for medical treatment or games.
• Conducts an initial assessment of an athlete's illness or injury in order to provide emergency or continued care.
• Provides referrals to physicians, health services, hospitals and other health professionals as necessary.
• Schedules and assists with the administration of pre-participation physical examinations for student athletes.
• Provides participation clearances when necessary and warranted.
• Applies protective or injury preventive devices such as bandages, braces, or tape to body parts such as ankles, fingers, or wrists.
• Assesses and reports the progress of recovering athletes and their readiness to play to coaches and physicians.
• Prepares and maintains a variety of records, reports, and correspondence including injury and accident reports, rehabilitation logs and insurance claims.
• In cooperation with athletic training staff, creates, updates, and maintains confidential athlete files and records.
• Cares for athletic injuries using sound therapy equipment and techniques.
• Recommends special diets in order to improve athletes' health, increase their stamina, and/or alter their weight.
• Provides support and guidance for students interested in entering athletic training programs at different institutions.
• Cleans, disinfects, and maintains training facility and equipment and schedules equipment servicing as needed.
• Collaborates with physicians in order to develop and implement comprehensive rehabilitation programs for athletic injuries.
• Inspect facilities and equipment, including dressing rooms, showers, playing fields and courts, to reduce and eliminate hazards for student athletes.
• Inventories and orders training room supplies.
• Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

• Principles and elements of anatomy, physiology, kinesiology, and nutrition.
• Diagnostic signs and symptoms and related treatment of various physical injuries.
• Principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
• Various types of therapeutic treatments, equipment and conditioning programs.
• First aid medical procedures, including CPR.
• Safety guidelines and regulations in athletic and therapeutic activities.
• Safety and protective equipment used in sports.
• General health and procedures used to prevent contamination.
• Taping and bandaging techniques.
• Operation of therapeutic devices.
• Sports injury record keeping, and the privacy laws.
- Recordkeeping and report preparation techniques to ensure information is accurately presented.
- Math including addition, subtraction, multiplication, and division.
- Proper English usage, including spelling, grammar, and punctuation in order to compose items such as correspondence and/or reports.
- Customer service principles in order to appropriately interact with students, staff, faculty, and the public.
- Current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendaring, presentation, and database programs.

**SKILL TO:**

- Administer care for injuries such as fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions.
- Operate therapeutic devices, aid the team physician in physical examinations and reconditioning programs.
- Operate a vehicle observing legal and defensive driving practices.
- Operate a variety of first aid and adaptive equipment and administer first aid and athletic therapy.
- Use and operate athletic rehabilitation and weight equipment.
- Conduct an effective training program.
- Make quick decisions in emergency situations.
- Effectively communicate with individuals for whom English is not a primary language.
- Exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.
- Plan and organize work to meet established timelines and department schedules.
- Operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
- Utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Rapidly learn and acquire skills in areas and technologies not previously assigned.
- Type at a sufficient speed to maintain workflow.

**ABILITY TO:**

- Establish and maintain effective working relationships with District administrators, management, staff, business and industry contacts, vendors, independent programs consultant/trainers, and the public.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Develop and implement individualized rehabilitation and reconditioning for injured students.
- Identify when referrals to physicians, health services, hospitals and other health professionals are necessary.
- Provide appropriate treatment to athletes to prevent injury or re-injury.
• Attend off-campus sporting events as needed.
• Understand and apply various technical and all other directions issued by physicians.
• Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergency situations.
• Assure student understanding of proper exercise techniques.
• Communicate effectively with students, parents, coaches and faculty regarding physical injuries.
• Receive and follow instructions.
• Assign, monitor and review the work of others.
• Learn and apply CCCAA bylaws and constitution, district policies and procedures.
• Maintain confidentiality of sensitive information and records.
• Operate computers, their peripherals, and common software applications in order to accurately enter and retrieve data.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training which would indicate possession of the required knowledge, skills, and abilities listed. Typical ways to show that would be an earned bachelor's degree in athletic training, kinesiology, health sciences, physical education, or a closely related field AND experience as a trainer in a high school, college or university environment involving major competitive sports such as basketball, baseball, softball, football, soccer, volleyball, and track.

Licenses/Certificates:

Certification by the National Athletic Trainers Association (NATA)

Current certification in First Aid, CPR, AED for the Professional Rescuer

Valid Driver's License

PHYSICAL AND MENTAL EFFORT/WORK ENVIRONMENT:

Moderate to heavy physical effort; including standing, walking, sitting, kneeling; handling moderate weight up to 50 pounds on occasion; frequent full body exertion; mostly indoor environment, but also outdoor environment during athletic contests, with exposure to environmental extremes; requires manual dexterity, must be able to do visual inspections and to immediately communicate carefully and accurately with injured athletes; must be able to quickly interpret and analyze complex, interrelated data to assess rapidly changing situations and recommend most appropriate immediate action.

The work requires consistent, punctual, and regular attendance; frequent travel to locations other than assigned site; schedule changes will occur due to unpredictable weather and team rescheduling needs; work under pressure of constant deadlines and frequent interruptions; must be able to work effectively in a demanding environment, alone and with training team; work in situations which may require the response or de-escalation of persons who may become
physically violent or combative; work collaboratively in a team environment, work with sensitive and confidential information.

May have to work a flexible schedule of hours and days, including weekend work, to accommodate athletics schedule. Position requires driving a vehicle to off-campus athletic events.