

## Union Public Schools Job Description

**Position Title:** Athletic Trainer  
**Department:** Athletics  
**Reports To:** Director of Athletics/Associate Athletic Director(s)

**FLSA Designation:** Exempt

**SUMMARY:** Oversees the entire program of the Athletic Training Department for the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provides Athletic Training Services\* to student athletes under the direction of the team physician or by written referral from a physician and in accordance with the state of Oklahoma Athletic Training Practice Act.
- Develops and continually revises an injury and illness prevention strategy, including annual in-service training and education, including CPR, first aid, and AED certification.
- Maintains accurate and up-to-date student athlete medical records annually.
- Maintains accurate records of injuries, treatment and rehabilitation.
- Maintains facilities and equipment to insure a healthy and safe environment and report deficiencies or damage to Athletic Directors.
- Develops and maintains a budget for the athletic training department.
- Requests, inventories and supervises the use of all consumable goods.
- Coordinates and oversee District-wide pre-participation physicals for all student athletes.
- Serves as a liaison between the student athlete, coach and parent and the treating physician to ensure proper treatment and prescribed activity limitation are followed correctly.
- Ensures all necessary preparations are made for all practices and games.
- Establishes policies and procedures to environmental hazards such as lightning and heat illness.
- Establishes guidelines for communicable disease control and concussion management, along with return to play guidelines.
- Attends practice and games on a week by week basis as agreed upon, according to but not limited to the nature of the sport (collision, contact, non-contact), home or away contest, or number of student athletes requiring daily athletic training services, and access to an athletic trainer.
- Develops and maintains procedures of notifying parents of injured student athletes and provide follow-up care advice.
- Maintains student athletic training aide program, including basic first aid skills training, duties, sport assignments and responsibility.
- Assumes responsibility for conduct of student athletic training aides.
- Provide educational and pertinent in-service training, including Care and Prevention of Athletic Injuries to Union Athletic Department at the request of the Athletic Directors.
- Athletic trainers will attend continuing education programs to maintain the highest level of current professional knowledge and competence.
- Works weekends and holidays as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**GENERAL/SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more employees by assisting in managing and overseeing the Athletic Training Department for entire District. Understands, follows and is familiar with District's policies and applicable laws along with implementing procedures by following those aforementioned guidelines.

**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/or EXPERIENCE:** Bachelor's degree required, Master's preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Licensed through the Board of Certification and the Oklahoma State Board of Medical Licensure, current American Red Cross Professional Rescuer Certification or American Heart Association BLS certificate.

**LANGUAGE SKILLS:** Ability to read and maintain instructions, and procedure manuals. Ability to write routine reports read and interpret documents such as safety rules, operating and correspondence. Ability to speak effectively before administrators, staff, parents and students.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. 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.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in 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 Board of Education policies.

**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 may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand, talk or hear, and travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and loud environments.

**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.*

While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. The employee must be able to meet deadlines with severe time constraints. The employee will frequently work irregular or extended work hours while performing the duties of this job. The noise level in the work environment is quiet in the office area, but can be expected to be loud in activity situations.

**\*Athletic Training Services is defined as the management and provision of care of injuries to a physically active person as defined in the state practice act with the direction of a licensed physician. The term includes the rendering of emergency care, development of injury prevention programs and providing appropriate preventative and devices for the physically active person. The term also includes the assessment, management, treatment, rehabilitation and recondition of the physically active person whose conditions are within the professional preparation and education of the certified athletic trainer. The term also includes the use of modalities such as mechanical stimulation, heat, cold, light, air, water, electricity, sound, massage and the use of therapeutic exercises, reconditioning exercises and fitness programs.**