

**PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION**

Job Title: Certified Athletic Trainer
Prepared Date:
Revised Date:
Work Year: 203 days, Hours vary by assignment
Department: Athletics
Reports To: Director of Athletics and Student Activities
Salary Range: Athletic Trainer Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY:

The purpose of the Athletic Trainer is to assume responsibility and obligation of establishing and maintaining a high school athletic training program in all student sports. Trainer provides athletic injury management and other health services for all high school athletes, and to assist coaches with the design and implementation of injury prevention programs

QUALIFICATIONS:

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.

REQUIRED:

- Bachelor's Degree from accredited college or university
- Must be certified by the National Athletic Board of Certification and possess certification from the state of Colorado within 60 days of hire
- Valid Colorado Driver License
- Current first aid and CPR certification
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in athletic training setting
- Basic Water Safety Certification

SKILLS AND KNOWLEDGE:

- Skill in using tact, discretion, initiative and independent judgment within established guidelines.

- Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction
- Skill in communicating clearly and effectively, orally and in writing
- Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues
- Knowledge of universal hygiene precautions
- Knowledge and training in first aid procedures should be required for handling athletic related injuries
- Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hard wood floors. Job responsibilities require both inside and outside assignments.
- Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work is required. Must be able to work under stressful conditions.
- Must be able to assist with or transfer athletes of various weight/heights.
- Must be able to push carts with athletic equipment on them.
- Must be able to stand for long periods of time, have good mobility skills and be able to walk long distances.
- Must demonstrate ability to communicate to give adequate directions and instructions to subordinates. Must be able to carry training kit and coolers for long distances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Responsible for prevention, emergency care, first aid, evaluation, and rehabilitation of injuries to athletes under his/her care
- Serve as liaison between the team physician, the athlete, the athlete's parents, and coaching staff
- Act as consultant to coaching staff on flexibility, strengthening, conditioning, nutrition, and protective equipment to help prevent injuries and optimize performance
- Help in the selection, fitting, and proper care of protective equipment
- Assist with prevention of injuries including education for athletes, identifying factors that put athletes "at risk", correcting deficiencies in athletes as deemed necessary, as well as the application of protective taping, wraps, and bracing

- Provide emergency care and first aid to care for student athlete injuries and refer them to medical facilities when necessary
- Evaluate acute and chronic injuries and refer to the team physician or specialist where appropriate. Help decide if a player may return to competition following an injury
- Follow up with and evaluate athletes who have been injured in a practice or game as needed.
- Treat athletic injuries with protection, rest, ice, compression, evaluation, support, electrical stimulation, cold/heat, and hydrotherapy as needed or prescribed with the availability of modalities
- Provide in-service training to coaches and teachers in the areas of concussions, first aid, and CPR/AED as deemed appropriate by the athletic department
- Under the direction of a referring physician, supervise, evaluate, and modify individual exercise programs for rehabilitation to help athletes return to a pre-injury status
- Maintain records including injury reports, home care instructions, referrals, treatment records, rehabilitation progress notes, and insurance information
- Provide education and supervision for athletes and students on health related issues, including, but not limited to, concussion awareness
- Cover team practices
- Cover sporting events as scheduled with the athletic director. Coordinate with coaching staff regarding pre-game and post-game care
- Establish a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual students
- Maintain accurate and complete student documentation as required by law, district policy and administrative regulations
- Attend conferences, workshop and other professional development to maintain current knowledge of profession
- Maintain appropriate levels of confidentiality
- Collaborate with school personnel to develop school-wide initiatives to make schools safer and more effective
- Assist Middle School athletic programs with injury rehab and prevention as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Athletics

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands

and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)					X
Twisting (knees/waist/neck)					X
Turn/Pivot					X
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation					X
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.				X	
Lifting Maximum weight: 75 lbs.				X	
Carrying Maximum weight: 50 lbs.				X	

WORK ENVIRONMENT:

Employee may work inside and outside in all different weather conditions including extreme cold and extreme heat. Employee may be exposed to body fluids and blood borne pathogens. Regular exposure to loud noises associated with athletic events.