

POSITION DESCRIPTION

Job Title:	Certified Athletic Trainer	Date:	November, 2022
Department:	Athletic Department	Last update:	November, 2022
Reports To:	Athletic Director		
Status:	Exempt FT	Non-Exempt X PT	Classification: 3 Months (Temporary)

POSITION SUMMARY:

The Certified Athletic Trainer (ATC) is responsible for the prevention recognition, assessment, treatment and rehabilitation of athletic injuries and serves as a liaison between the coaches, physicians, student athletes and parents. The ATC ensures athletic training coverage for practices and competitive events.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPAL RESPONSIBILITIES: Athletic Trainer

Prevention

- Attendance at athletic contests and practices
- Education of coaches and student athletes in health, nutrition, and safety related matters
- Assistance in screening student-athletes for participation, including collection and review of physical evaluations
- Assistance in safety inspecting of practice and game facilities
- Assistance in developing emergency action plans
- Assistance in determining ambient temperatures and heat-related restrictions

Injury Recognition and Evaluation

- Assessment of emergency conditions or situations
- Evaluation of acute and chronic athletic injuries or conditions
- Recognition of general medical condition

Immediate Care

- Implementation of standard emergency first aid procedures
- Recommendations for follow-up treatment
- Coordination/Activation of emergency medical care

Treatment and Rehabilitation

- Application of appropriate interventions regarding athletic injuries
- Recommendations and monitoring of rehabilitation exercises for athletic injuries
- Instruction on methods for maintaining overall body conditioning while injured
- Education of the injury and direction of care
- Supervision of student-athlete's return to activity
- Referral of student-athletes to more specialized care for injury management
- Coordination of outside care and treatments

Organization and Administration

- Maintenance of athletic training room
- Accurate documentation of all daily treatments, injuries and referrals
- Assistance in completing Injury Reports/Emergency Medical Reports
- Routine communication between parent or guardian, coach and therapist or physician

Professional Responsibilities

- Maintain a high level of professionalism at all times
- Comply with all local, state, and federal rules, requirements, and laws related to athletic training
- Reports to any suspected or known violation of a rule, requirement, or law to proper authorities

JOB REQUIREMENTS:

EDUCATION:

- Bachelors' degree
- First Aid/CPR/AED Certification
- NATA Board Certification

EXPERIENCE:

- Must have prior experience in the organization and administration of athletic programs
- Must have a minimum of 2 years' experience as a Certified Athletic Trainer at high school or intercollegiate level
- Must have knowledge of CPR/AED and emergency medical procedures

SKILLS

- Must be able to communicate effectively with administrators, staff, parents and students
- Must be able to establish and maintain effective working relationships with students, staff and the community
- Must be available to work late evening and for tournaments and practices
- CPR/First Aid certified