



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

November 2022

Revised Job Description

Board Approval: May 8, 2023

Personnel Commission Approval: April 18, 2023

Athletic Trainer

Definition:

Under the direction of the High School Principal or designee, performs a variety of activities involved in the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries; administers preventative or rehabilitative treatment to students and athletes engaged in various school sports; provides information, in-service, and guidance to coaches and faculty; serves as a liaison between the students, parents, coaches, and physicians in evaluation, management, treatment, and long-term rehabilitation of athletic injuries; and works a flexible schedule.

Essential Duties and Responsibilities:

- Provides technical services and information for the prevention, recognition, evaluation, management, treatment, and rehabilitation of injuries.
- Evaluates student injuries and determines appropriate treatment methods; develops and implements individualized rehabilitation, therapeutic, and reconditioning programs for injured students in accordance with standard medical protocols and/or with direction from the student's personal physician.
- Coordinates with coaches to establish and implement a conditioning program for student-athletes designed to prevent and minimize injuries.
- Attends home and away sports events to monitor athletic activities and provide medical treatment services; identifies, evaluates, and provides immediate first aid in response to athletic injuries; responds to medical emergencies; refers student-athletes to physicians or the hospital as appropriate.
- Supports the athletic clearance process by reviewing documentation submitted and reviewing for any conditions requiring special attention.
- Advises on equipment and environmental safety; recommends and fits protective equipment for injury prevention and safety.
- Provides assistance to students in the prevention of athletic injuries and prepares students for practice and competition; tapes, stretches, massages, and wraps athletes to prevent injury or re-injury; supplies and assists students with straps, braces, and other adaptive equipment to provide protection from injury.
- Assists students with special therapeutic exercises by performing demonstrations and ensures students' understanding of proper exercise techniques and procedures; assists in educating students, coaches, parents, and faculty in nutrition, health, weight management, concussions, and heat illnesses.
- Implements physician instructions related to rehabilitation; consults with physicians and other medical personnel in determining and monitoring the appropriate course of treatment for injured students.

- Evaluates, determines, and recommends appropriate timelines for sidelining and returning injured student-athletes to playing status. advises student-athletes, coaches, and others regarding potential health risks of athletic participation to prevent injury and re-injury.
- Plans, organizes, and coordinates the transportation and care of athletic safety equipment, uniforms, supplies, and materials for home and away events as it relates to the Athletic Trainer position.
- Assists in the planning of pre-season athletic physical exams for student-athletes.
- Prepares and maintains a variety of records and reports related to students, injuries, treatment, progress, supplies, and assigned activities; follows Health Insurance Portability and Accountability Act (HIPPA) regulations regarding confidential student information.
- Orders and maintains adequate inventory levels of first aid, bracing, and other treatment supplies as needed.
- Inspects and assures the safety of athletic equipment, uniforms, and facilities; identifies and provides recommendations for resolving potential hazards.
- Supervises student assistants and provides work direction and training.
- May assist in off-season conditioning, rehabilitation, and maintenance of physical fitness.
- Performs other related duties as assigned.

Required Qualifications:

- Bachelor's degree from an accredited college or university in physical education, kinesiology athletic training, health, or a related field.
- Six months of paid or volunteer experience working in an athletic training environment.
- Certification as a Certified Athletic Trainer from the National Athletic Trainers Association Board of Certification (NATABOC).
- Valid First Aid and CPR certificate.
- Valid California Class C Driver's License and auto insurance coverage which meets or exceeds the California legal liability insurance requirement at the time of appointment and throughout employment.
- Use of a personal automobile to conduct work.

Preferred Qualifications:

- Master's Degree from an accredited college or university in physical education, kinesiology, athletic training, health, or related field.

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic injuries.
- Diagnostic symptoms of various athletic injuries and appropriate methods of treatment.
- Practices, procedures, and techniques involved in taping, stretching, massaging, and wrapping athletes to prevent injury or re-injury.
- Medical practices, procedures, and terminology related to athletic training.
- Principles and theories of anatomy, physiology, kinesiology, nutrition, and diet.
- General principles of return to play protocols.
- Operation of a variety of first aid, therapeutic, and adaptive equipment.
- Safety guidelines and regulations in athletic and therapeutic activities.

- Individualized rehabilitation and reconditioning techniques and procedures for injured students. First Aid and CPR techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.
- Inventory methods and practices.
- Disinfectant and clean and sterile equipment techniques.
- General codes of supervision and training.

Ability to:

- Identify, evaluate, and provide immediate first aid in response to athletic injuries.
- Understand, recognize, and carry out directions issued by physicians and physical therapists related to concussions and other related injuries.
- Analyze situations accurately and adopt an effective course of action.
- Learn, interpret, and apply applicable laws, codes, rules, regulations, policies, and procedures.
- Assist students with specialized therapeutic exercises.
- Recognize and correct safety hazards.
- Provide information, education, and guidance to students, parents, coaches, and faculty.
- Work flexible hours as needed by the assignment.
- Provide work direction and guidance to student assistants.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively orally and in writing.
- Promote team building and a positive work environment.
- Work confidentiality with discretion.
- Establish and maintain effective working relationships.
- Work effectively within established time schedules and with little direction.
- Exercise good judgment.

Work Environment:

Employees in this classification work in an indoor and outdoor work environment in seasonal heat and cold or adverse weather conditions.

- Have direct contact with students, staff, and the public.
- Exposure to adverse weather conditions.
- Continuous interruptions and changing priorities.
- Respond to emergency medical situations.
- Drive an automobile to conduct work.
- May work alone without guidance from supervisor.
- May work over 40 hours a week, and work a flexible schedule which may include evenings, weekends and/or holidays.

Physical Requirements:

- Stand and sit for extended periods of time.
- Have mobility to walk, kneel, crouch, stoop/bend repeatedly.
- Lift, carry, push and/or pull up to 50 pounds unassisted, and over 50 pounds with assistance. Use both hands and legs simultaneously, reach overhead, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands.
- Have rapid mental/muscular coordination.
- Maintain balance.
- Depth perception and ability to see and read small print and distinguish shades.
- Dexterity of hands and fingers needed to operate a variety of specialized health care equipment, adaptive tools, and a computer keyboard.
- Speak clearly and hear normal voice conversation.
- Use telephone and a computer.
- Physically able to provide rapid response to emergency situations.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 198
- 11 months