

Sample Job Description: Secondary School

SUMMARY OF COMPANY

Enter a brief description of who is hiring the AT.

POSITION TITLE: Athletic Trainer

REPORTS TO: Medical Director/Team Physician

QUALIFICATIONS:

Required

YEARS OF EXPERIENCE: *Enter preferred years of experience here*

EDUCATION: Bachelor's Degree

CERTIFICATION/LICENSES: Must be BOC certified and possess state athletic training licensure, certification or registration. NPI Number Required.

KNOWLEDGE, SKILLS AND ABILITIES

- Applied Knowledge: Athletic trainers must have knowledge about a large range of medical problems. Assessment and evaluation skills and working with other healthcare professionals will be needed.
- Decision-Making Skills: Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per state licensure guidelines.
- Attention to Detail: should be thorough and detailed with injury tracking and documentation.
- Interpersonal Skills: Ability to communicate effectively in high stress/pressure situation when talking to patients, medical professionals, staff and families.
- Must have the ability to organize, prioritize and perform multiple tasks with little or no supervision.

Recommended/Preferred

- Master's Degree

SPECIFIC DUTIES & RESPONSIBILITIES:

- Develop plans for providing athletic training coverage at all interscholastic athletic events identified in *Athletic Training Program Coverage Policy*.
- Establish and maintain a budget for athletic training supplies/equipment
- Establish daily hours of operation for the athletic training facility.
- Develop comprehensive venue and condition specific emergency action plans.
- Initiate and administer an athletic training student-aid program in accordance with the school's clubs and activities guidelines and state law.

- Establish a working relationship with a designated team physician and community physicians.
- Establish a working relationship with school nursing staff.
- Complete (school systems) policies training to include: Blood Borne Pathogens Exposure Control Plan training and comply with the regulations therein.
- Maintain adequate medical records on all injuries and rehabilitation procedures.
- Comply with any and all policies regarding health care delivery as indicated by the school systems regulations, and outlined in the Athletic Injury Management section of the school's athletic training program policies and procedures manual.
- Develop coach's professional development for CPR/AED, Concussion, Heat Illness, Sudden Cardiac Death, Sickle Cell

NUMBER/DESCRIPTION OF PATIENTS RESPONSIBLE FOR: *Provide number of patients and patient population the AT is responsible for.*

TRAVEL REQUIREMENTS: *List any travel requirements here.*

PHYSICAL REQUIREMENTS

Work is medium demand. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects. Medium strength is required to position patients for examination. May assist patients as needed, helping them on and off the exam table and/or bed. Must be able to work in outdoor conditions.

SUPERVISORY RESPONSIBILITIES: *List if any or "No Supervisory Responsibilities"*

ADDITIONAL QUALIFYING FACTORS

- *Is there a pre-employment drug test that must be passed?*
- *Is there a background screening check that must be passed?*
- *Is transportation to/from work a necessity?*
- *Is holding a valid driver's license a necessity?*
- *This is also where Shareholder Preference, Equal Opportunity Employments, and any other legal disclaimers would be placed within the job description.*

WEBSITE OF HIRING ORGANIZATION LINK HERE