

# Job Description

Position Title: Athletic Trainer

Job Family: Athletics

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The Athletic Trainer performs supervisory level duties in a highly specialized program related to the prevention, management, and rehabilitation of student athletic injuries, and educational instruction which requires specific training and/or certification. Duties are related to the prevention, management, and rehabilitation of student athletic injuries, and educational instruction which requires specific training and/or certification.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Attends athletic events to provide professional assistance
2. Evaluates injuries or athletic related illnesses
3. Treating injuries and athletic related illnesses
4. Developing and providing physical rehabilitation programs for students in coordination with attending physicians
5. Maintaining all athletic training medical modalities and equipment
6. Athletic and medical equipment inventory
7. Monitoring and coordinating compliance with federal regulations
8. Serving as a College representative at athletic conferences and on professional organizations
9. Reviewing medical, psychological, and technical evaluations, assessing injuries or disabilities, and determining the proper treatment or reasonable accommodation for the situation
10. Coordinating communications between faculty, staff and students concerning reasonable accommodation necessities or injuries sustained
11. Preparing and delivering educational instruction to special needs student populations and evaluating educational goals and achievements
12. Evaluating student's condition, rehabilitation and recovery
13. Developing and implementing operational procedures
14. Providing orientations to students and staff concerning departmental and special services

15. Overseeing and maintaining strict confidentiality of documents and records and verbal and written communications
16. Process secondary insurance claims for student-athletes
17. Developing or assisting in developing the departmental budget, monitoring expenditures and providing input into program and service improvement funding needs to include grant preparation
18. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge and application of organizational and time management principles
2. Knowledge of principles and methods for promoting programs and services
3. Skill in budget/resource management
4. Skill in coordinating and monitoring the work of others
5. Skill in effective communication (both written and oral)
6. Skill in team building
7. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required
- One (1) to Three (3) years of related experience required
- Three (3) to Five (5) years of related experience preferred
- Cardio Pulmonary Resuscitation (CPR) Certification
- First Aid Certification
- Arizona Board of Athletic Training License or the ability to obtain license by first day of employment  
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in an outdoor environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an outdoor setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties; to move, transport, and/or position moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat or extreme cold.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License