

ENGLEWOOD PUBLIC SCHOOLS

JOB DESCRIPTION

(Certificated)

TITLE: **ATHLETIC TRAINER/EQUIPMENT MANAGER**

SUMMARY: The Athletic Trainer will be responsible for the prevention, care and rehabilitation of injuries incurred in the Interscholastic Athletic Program. This shall include preventative taping, first aid, conditioning of athletes (with coach), evaluation of injured athletes and rehabilitation process for injured athletes in conjunction with the coach, school and or personal physician.

REPORTS TO: Director of Athletics, in conjunction with School Principal

QUALIFICATIONS -

- New Jersey School Athletic Trainer Certificate
- National Athletic Trainers Association (NATA) Certification
Experience as an athletic trainer- preferred
- Substantial knowledge of the technical aspects of athletic training, while maintaining current knowledge, procedures and theories pertinent to the field
- Ability to support and manage the care of athletes in district-wide sports programs.
- Ability to promote a positive learning environment and high standards of conduct among student athletes.

PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.
2. Responsible for referring athletic injuries to physicians for diagnosis and/or treatment.
3. Carries out appropriate instructions and treatment as directed by the athlete's physician.
4. Develops and supervises appropriate rehabilitation programs for athletes under the direction of the physician.
5. Responsible for coordinating the Impact Testing Program.
6. Assists and advises the coaching staff regarding injury prevention, conditioning programs and the selection, care and fitting of protective equipment.
7. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
8. Responsible for the organization, inventory and distribution of all training room supplies, requisitions for medical equipment and/or supplies must be submitted to the athletic

administrator. Additionally, the trainer will submit an annual budget for all first aid and medical supply needs for the year.

9. Must be present at all home contests and be available after school for all practices.
10. Shall be available to treat athletic injuries each day as arranged through flexible scheduling format with the athletic administrator.
11. Responsibilities will extend to providing training supervision at away events as determined by the Director of Athletics. This includes, but is not limited to, football games, county tournament games and state tournament games.
12. Responsible for the care and cleanliness of the training room and wet room.
13. Responsible for reporting all injuries to the athletic office and board office on the proper forms and keeping an annual record of athletic injuries.
14. Instructs and certify all coaches on a yearly basis in CPR/AED and Basic First Aid (as per NJSIAA rules).
15. Arranges schedule for school doctors to supervise home football games (through our school doctor's office).
16. Prepares water, ice and medical kits for each team on a daily basis.
17. Ensures that all student-athletes meet State and District medical clearance regulations and assists in the physical process.
18. Communicates with coaches, parents and physicians as necessary to obtain the best possible care for injured student athletes.
19. Develops nutritional plans for interested athletes or coaches
20. Develops and oversee a viable student training program.
21. Provides all necessary and relevant safety equipment for all teams.
22. Responsible for the check in of all athletic equipment along with the head coach.
23. Communicates with the coaching staff during the budget preparation period on all matters of protective equipment and uniform purchases.
24. Oversees the distribution and collection of all athletic equipment with the head coach.
25. Provides an ongoing list of all athletes who have a financial obligation for Equipment either lost, stolen or damaged to the Director of .Athletics

26. Any and all other responsibilities deemed appropriate by his/her supervisor.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Ten (10) months Employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools.

EVALUATION: Performance of this position will be evaluated annually in accordance with the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

Board Approved: June 22, 2011/#10-P-116
Revised: August 18, 2011