

## **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

### **Job Description: Athletic Trainer**

#### **DEFINITION:**

Under the direction of the Athletic Director, the Athletic Trainer assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries, and to do other related work as required.

#### **EXAMPLE OF DUTIES:**

- Maintain appropriate general treatment orders to be reviewed annually and approved by the team physician.
- Refers injured students to the team physician or appropriate medical facility as necessary.
- Maintains treatment room equipment in clean and orderly condition.
- Provide athletic training services for all home athletic contests and away varsity football games. If a conflict arises between an away varsity football game and a home contest, the varsity football event will supersede.
- Facilitates communication between athletes, coaches, parents, administration concerning the health and physical status of athletes.
- Maintain accurate records of injuries, treatments and provide insurance claim forms for sports injuries treated by a physician.
- After athletes compete, treat the minor injuries and sore muscles that follow play. (For example, pack around a player's sore arm or shoulder, apply a moist hot pack to relieve a player's muscle spasm, scraped knees and elbows, or wrap bandages around sprained wrists and ankles.)
- Schedule and be present for pre-participation sports physicals.
- Provide the coaches and athletic director with a list of athletes medically eligible to compete under District and state rules and regulations.
- Evaluates athletes' readiness to play and provide participation clearances when necessary and warranted.
- Advise athletes on the proper use of equipment.
- Inspect playing fields in order to locate any items that could injure players.
- Confer with coaches in order to select protective equipment.
- Accompany injured athletes to hospitals.
- Apply protective or injury preventive devices such as tape, bandages, or braces to body parts such as ankles, fingers.
- Perform team-support duties such as running errands, maintaining equipment, and stocking supplies.
- Assist the athletic director as requested.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Methods, practices, terminology, and techniques used in athletic training activities, including the prevention of injuries.
- Principles and practices of training and providing work direction.
- Policies, procedures, and objectives of physical education and athletic programs.
- Advanced principles of anatomy and physiology. Symptoms of athletic injuries, applicable treatment, and first aid methods.
- Various types of therapeutic treatment, equipment, and conditioning programs.
- Rules and regulations applying to safe equipment operation and medical care.
- Oral and written communication skills.
- Recording-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.

### **Ability to:**

- Communicate effectively both orally and in writing
- Work cooperatively with others
- Operate a personal computer, calculator, and standard office equipment
- Develop and implement a program for the prevention of injuries to athletes
- Administer first aid and emergency care
- Treat injuries and provide reconditioning according to authorized medical directions
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Maintain records and prepare reports
- Establish and maintain effective working relationships with others
- Understand and work within the scope of authority

### **Education and Experience:**

\*Two years experience as a high school athletic trainer or similar related work and training.

\*Bachelor's degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education.

\*Valid California Drivers License with a safe driving record.

\*Current First Aid and CPR certifications

\*Certification by an organization recognized by the National Commission on Health Certifying Agencies and the American Medical Association – National Athletic Trainers Association Certification is desired.

### **Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**Physical Ability to Meet the Following Requirements:**

- Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Move up to 50 pounds.
- Some locations may have stairs and may not have elevators.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.