

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

EXTRACURRICULAR ACTIVITIES

Administrative Regulations

TITLE: ATHLETIC TRAINER

QUALIFICATIONS: Licensed by the State of New Jersey Board of Medical Examiners; Certified as an Athletic Trainer by the National Trainers' Association; Undergraduate degree from an approved educational institution; Possess a Standard Certificate issued by the New Jersey Department of Education for School Athletic Trainers.

REPORTS TO: Director of Athletics; High School Principal

JOB GOAL: To help maintain the physical wellbeing of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

PERFORMANCE RESPONSIBILITIES

1. Be available at the start of every high school athletic activity and practice session.
2. The Athletic Trainer will provide coverage for all home contests, as well as all home and away football contest. The Athletic Trainer will attend all home post-season contests and away post-season contests when no home contests are scheduled.
3. Will be available on all practice days. Reports to school at 1pm for fall sports, 2pm winter sports, and 12pm during the spring sports. Trainer will remain one hour after the end of each practice or contest. Adjustments in time can be made by the Director of Athletics of High School Principal.
4. Practice coverage will be determined by the Director of Athletics and will typically include coverage of varsity and non-varsity sports. This coverage will be based upon injury risk of the sport and other mutually agreed upon factors.
5. Responsible for giving basic instruction to athletic staff members in prevention and care of injuries. Assists and advises the coaching staff regarding injury prevention, conditioning programs, and the selection, care and fitting of protective equipment.
6. Responsible for reporting all injuries to the athletic office and school nurse on the proper forms and keeping an annual record of athletic injuries and treatment logs.

7. Medical histories and correspondence will be recorded and submitted on a monthly basis to the Director of Athletics.
8. The Athletic Trainer will counsel and advise athletes on health-related issues, including nutrition and substance abuse.
9. Responsible for referring athletic injuries to a rehabilitation service or physicians for diagnosis and/or treatment when appropriate.
10. Carries out appropriate instructions and treatment, as directed by the athlete's physician.
11. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions (including taping).
12. Determines if a player is capable of continued participation in a game and/or practice if the player is injured. Collaborates with the coach and determines when a player may return to practice/participation.
13. The Athletic Trainer maintains open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment and rehabilitation.
14. Responsible for the care and cleanliness of the training room.
15. Responsible for the organization, inventory and requisition of all training room supplies. Requisition of equipment and/or supplies must be submitted to the Director of Athletics. Additionally, the Athletic Trainer shall submit an annual budget for all first aid and medical supply needs for the year.
16. Shall make proper arrangements for scheduling athletic physicals for sports squads with team physicians, in concert with the Director of Athletics and the School Nurse.
17. The Athletic Trainer will organize, distribute, and maintain medical kits for all sports teams.
18. Serves as an administration assistant to the Director of Athletics. In the capacity, the Athletic Trainer would be asked to assist with the organization and administration of home and away events after school, evenings and weekends.
19. Performs other duties within the scope of his/her employment and certification, as may be assigned by the Director of Athletics and the High School Principal.
20. Work cooperatively with the School Physician, under his/her direction, with respect to:
 - Physician and/or hospital referrals
 - Reconditioning of injured athletes
 - Treatment of athletes
 - Return of injured athletes to activity
 - Verification of treatment by outside physician
21. Inputs all current medical data for athletics into Genesis.

TERMS OF
EMPLOYMENT:

Employment start date will be the first practice date in August provided by the NJSIAA and will end on the final game/meet of the spring sport season.

EVALUATION:

Athletic Director

APPROVED BY:

Board of Education

DATE: 6/28/2016

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A.</u> 5:17-1	Athletic code of conduct, permitted, youth sports events defined
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 1SA:26-1	Citizenship of teachers, etc
<u>N.J.S.A.</u> 1SA:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:26-2.1	Supervisory certificate required for appointment as director of athletics
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 6A:7	Managing equality and equity in education
<u>N.J.A.C.</u> 6A:9	Professional licensure and standards

See particularly:

<u>N.J.A.C.</u> 6A:9-3	Professional standards for teachers and school leaders
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-9	Instructional certificates
<u>N.J.A.C.</u> 6A:9-12.3	Authorization
<u>N.J.A.C.</u> 6A:9-12.6	Supervisor
<u>N.J.A.C.</u> 6A:9-14	Acting administrators
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A:9-16	Required professional development for school leaders
<u>N.J.A.C.</u> 6A-16	Programs to support student development
<u>N.J.A.C.</u> 6A:32-4	Employment of teaching staff

<u>N.J.A.C.</u> 6A:32-4.4	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-4.5	Evaluation of non-tenured teaching staff members
<u>N.J.A.C.</u> 6A:32-5.1	Standards for determining seniority
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-9	Athletic Procedures

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.