



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Athletic Trainer	REPORTS TO:	Athletic Director and/or Assistant Athletic Director
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QUALIFICATIONS:	1. Bachelor's degree from an accredited college 2. National Athletic Trainer's Association (NTA) certification.
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GENERAL DESCRIPTION:

The athletic trainer will be directly responsible for the execution of his/her duties as defined below and any other duties as assigned. The athletic trainer must work a minimum number of hours as outlined in the employment contract.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Attends, as scheduled, team practices and interscholastic contests.
2. Administers first aid to injured students involved in inter-scholastic athletic program.
3. Applies protective or injury-preventive devices, such as adhesive strapping, taping, bandaging, padding and braces.
4. Works cooperatively with the team physician under his/her direction regarding:
 - a. Reconditioning of injured athletes
 - b. Physician and/or hospital referrals
5. Records all injuries and treatments and maintaining a file of same.
6. Handles all interscholastic medical insurance claims.
7. Supplies fully equipped first aid kits for each team.
8. Works cooperatively with all coaches in selecting protective equipment.
9. Supervises and maintains the training room.
10. Counsels and advises coaches and athletes on conditioning and training techniques.
11. Reports all injuries to the school nurse on a daily basis.
12. Reports all serious injuries to the principal, school nurse, coach, athletic director, and assistant athletic director.
13. Assists the nurse in maintenance of physical eligibility lists.
14. Provides in-service training program as requested.
15. Maintains an inventory of all first aid supplies.
16. Prepares an annual budget for supplies and equipment.
17. Performs such other tasks and assume such other responsibilities as assigned by the Athletic Director and/or Assistant Athletic Director

WORK YEAR: Ten or Twelve – month position.

DATE APPROVED:	February 19, 2013
BY:	Board of Education