


**Fremont Union High School District**
**Position: Athletic Trainer/Health Clerk (ATHC)**

<b>Department/Site:</b>	Athletics	<b>Range:</b>	113
<b>Reports to/ Evaluated by:</b>	Administrator overseeing Athletics & Athletic Director	<b>Work Year:</b>	208
		<b>Months:</b>	10

**Summary of Basic Functions & Responsibilities**

Under the general supervision of an assistant principal and athletic director, and at the direction of the District Nurse, the Athletic Trainer/Health Clerk (ATHC) plays a dual role in: administering preventive and rehabilitative treatment to students and athletes involved in various sports and physical education activities in accordance with information provided from coaches, staff, or physicians and; supporting student health needs in accordance with State laws and District regulations. This includes hands on health services that do not require licensing as well as clerical duties. They must work effectively with people representing diverse cultures, perspectives and needs, including all genders.

**Essential Duties:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

***Athletic Trainer Functions:***

Specific Athletic Trainer responsibilities include, but are not limited to, the prevention of athletic injuries; recognition, evaluation, and the immediate care of athletic injuries. The ATHC shall serve as a liaison of physical health support to and between athletes, coaches of the athletes, Athletic Directors, physicians, and parents. The ATHC shall enact and use reasonable efforts and professionalism to ensure that players participate in interscholastic activities and events only when physically able and that any instructions provided by their attending physician are understood and followed. Safety and health of the athlete comes first. The ATHC will coordinate with the Athletic Director to provide athletic training services at interscholastic events and practices deemed necessary by the Principal or their designee. Duties include:

- Advise athletes on the proper use of equipment.
- Assess and report the progress of recovering athletes to coaches and physicians.
- Provide support and guidance for students interested in entering athletic training programs at different institutions.
- Conduct an initial assessment of an athlete's illness or injury in order to provide emergency or determine whether an athlete should be referred to physician(s) for definitive diagnosis and treatment.
- Apply preventative adhesive taping.
- Provide basic First Aid supplies to control bleeding, perform CPR, and provide basic splinting for fracture/dislocation immobilization to injured athletes, cheerleaders, dance members, color guard, and coaches as events happen.
- Attends team practices and contests, as deemed necessary.
- Maintain a professional, organized, sanitary high school training room/facility.
- Follow physicians' orders to implement comprehensive rehabilitation program(s) for athletic injuries.
- Confer with coaches in order to select protective equipment.
- Inspect playing fields/areas in order to locate any items that could injure players and make sure cleanliness and disinfection of equipment is in place.
- Plan and implement comprehensive athletic injury and illness prevention programs.
- Maintain and monitor the yearly physical forms and consent forms as established by the CIF and the

FUHSD Board of Trustees.

- May arrange for physical exams at the site.
- Participate in the development of the after-school hours Emergency Plan Response for their school.
- Consult with site coaches on athletic injury prevention, basic first aid, and follow-up injury treatment and rehabilitation.
- Inventory, budget, and help order supplies with the cooperation of the Athletic Department budgets.
- Keep daily log of treatments provided to athletes.
- Keep records of injury evaluations and First Aid provided to an athlete.
- Discuss with athletes' parents/guardians their child's injury as a result of participation in Athletic Program activities.
- Initiate Emergency Medical System (EMS) by contacting 911 or directing someone to do so when deemed necessary.
- Provide First Aid and emergency care to the visiting team athletes if notified to do so by game officials, site officials or the visiting team coach.
- Provide advice to athletes, coaches, and parents to the care and prevention of athletic injuries, recommended protection, and safety ideals to an injury.
- Perform other duties as assigned.

***Health Clerk Functions:***

- Respond to student health issues and problems; care for and monitor ill and injured pupils; and take and record temperatures.
- Administer first aid to students, and staff, per school health guidelines; transport students to the office by wheelchair, as needed. Assist in arranging transportation of ill or injured students as directed. Document per school guidelines.
- Respond to emergencies: perform first aid procedures and CPR, as needed. Under the direction of the district nurse, administer emergency medication according to physician instructions and established guidelines; and document and maintain records.
- Notify parents, staff, district nurse, and paramedics as appropriate.
- In coordination with the District Nurse, athletic trainer, and a site administrator, process athletic clearances, paperwork and processes related to concussive injuries that occur through school/school activities or outside school.
- Maintain locked medicine cabinet containing student medications and student medical supplies.
- Support the health needs of students who are chronically ill:
  - Compile and update Health Problems list including list of immunosuppressed students whose parents must be notified in case of chicken pox or other communicable disease in school.
  - Under the direction of the district nurse, assist students to receive medications or administer medication per physician orders and document as needed.
  - Under the direction of the district nurse and after training, assists with or performs specialized physical health care procedures that may include but are not limited to blood glucose monitoring and administration of emergency medications (Glucagon injection, Epinephrine Auto-Injector (EpiPen), Diastat). Document and maintain records.
  - At the end of each school year, send health forms that need to be renewed annually to parents of incoming 9th graders and those whose students are returning the next year.
- Serve as a liaison and coordinate health services and related communication and information between the District Nurse, students, parents, and staff; at the direction of the District Nurse follow-up on health issues to assure student needs are being met.
- In coordination with the District Nurse and/or site administrator, recommend to appropriate personnel referrals of student to truancy and/or Student Assistance Team. Monitor absences particularly those excused as ill frequently, contact parents to gather information.
- Assist in planning for compliance with communicable diseases or control of communicable diseases with the school. Assist in notification of parents of student exposure to communicable disease.

## **Minimum Qualifications:**

### Knowledge and Skills:

- Basic principles of anatomy, physiology, kinesiology, health education and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- Basic principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures, including CPR.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Basic record-keeping and report preparation techniques.
- Safety and protective equipment used in sports.
- Sports injury record keeping, and the privacy laws.
- Taping, bandaging and therapeutic techniques.
- Understanding physical fitness, hygiene, disinfectant techniques and safety procedures
- Skill on a variety of computer applications, including word processing, database, spreadsheet and communication software.
- Effective oral communication skills.
- Effective written communication skills.

### Ability to:

- Operate a variety of first aid and adaptive equipment.
- Administer first aid and athletic therapy.
- Identify when referrals to physicians, health services, hospitals and other health professionals are necessary.
- Attend off-campus sporting events as needed.
- Operate athletic rehabilitation and weight equipment.
- Develop and implement individualized rehabilitation and reconditioning for injured students.
- Establish and maintain cooperative and effective working relationships with others.
- Tape, wrap, and bandage athletes to prevent injury or re-injury.
- Administer care for fractures, dislocations, sprains, strains, concussion, contusions, cuts, and abrasions.
- Communicate effectively with students, parents, coaches and faculty regarding physical injuries.
- Interact appropriately with students, staff, faculty and the public.
- Learn and apply district policies and procedures.
- Maintain records and prepare reports.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, and staff.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy
- Lift and carry equipment weighing up to 50 pounds.

## **Education and Experience:**

### Required:

- BA or BS Degree in Anatomy, Kinesiology, Physiology, Nutrition or similar field
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed in Sports Medicine or similar field
- ATC/ BOC Certification

### Licenses & Certificates:

- First Aid is required
- CPR is required
- May required a valid CA driver's license

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- Fingerprint clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) is required
- Completion of Athletic Taping and Bracing course (Institute of Somatic Therapy), or equivalent experience is required
- Basic Water Safety Certification (desirable)