



Title: Assistant Athletic Trainer
Classification: Salary; Exempt

Status: Full-time; 10 months
Reports to: Head Athletic Trainer & Athletic Director

JOB SUMMARY

Candidate will assist in maintaining a upper school athletic training program for all middle school and upper school sports associated with Parish Episcopal School. Full-time, 10 month (August 1-end of school year)

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Serve as a role model that exemplifies leadership, moral character, commitment, sportsmanship, and dedication by modeling to athletes and coaching staff the same behavior required of them in practice and competition.
- Assists with organizing and administering the Athletic Training Program.
- Assists with recruiting, supervising and educating the student athletic trainers.
- Assists with provision of athletic training services including the prevention, care, and rehabilitation of athletic injuries of all MS and HS Parish Episcopal Athletic Teams.
- Provides first aid and emergency care for athletic-related injuries and determines appropriate medical referral as warranted.
- Assists with procuring and organizing all athletic physicals, parent approvals, and ImPACT tests for each athlete participating in every sport
- Assists with home and away event athletic training coverage.
- Assists with the coordination of all athletic injury insurance.
- Assists with the recording and management of injuries.
- Communicates with parents, physicians, and coaches concerning injured athletes and keep the injured athletes coach informed of the athletes return to practice and playing status following an injury.
- Travels with all HS teams that advance to the playoffs as directed by the Head Athletic Trainer.
- May serve as a consultant to the coaching staff on their strength training and conditioning program, athlete's nutritional needs, and the fitting of athletic equipment when needed.
- Commits to and is responsible for following all rules and regulations set forth by all governing agencies, but no not limited to, TAPPS, TEA, and school administration.
- Works cooperatively with personnel in the Athletics department, attends department meetings and activities, and always represents the school positively when interacting with the community, alumni, high school and club coaches, media and general public.

Additional Duties:

- Attends seminars, conferences and other professional development opportunities.
 - Shares knowledge and promotes athletic training and Parish through clinics, workshops and lectures.
 - Performs other duties as requested.
 - Promote the school's statement of mission and philosophy
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings as needed
 - Attends School Functions as needed
 - Attends Chapel
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SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree required Master's preferred
- State of Texas Athletic Training licensed required NATABOC certified preferred.
- First Aid and CPR certified required. First Aid and CPR Instructor preferred.
- Four years minimum of high school athletic training experience.

Job Knowledge, Skills, and Abilities:

- Ability to provide qualified and adequate athletic training coverage for student-athletes.
 - Ability to recruit and provide healthy learning environment for student athletic trainers.
 - Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
 - Ability to adhere to all policies, rules and regulations of the school administration and TAPPS.
 - A proven record in following directives and being responsible for tasks which have been assigned.
 - Ability to handle multiple tasks in a fast-paced environment as needed.
 - Ability to attend seminars, meetings and other professional development opportunities at or away from Parish.
 - Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
 - Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
 - Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
 - Ability to apply budgeting and fiscal planning techniques within financial constraints.
 - Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
 - Ability to communicate effectively - orally, by phone, in person, and in writing.
 - Ability to represent the department and school in a friendly, courteous and professional manner.
 - Ability to respond to emergency situations in a timely manner.
 - Ability to use a personal computer and other office equipment.
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WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these

requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults;

Some Exposure to Students

- Travel – Light
- Travel – Heavy
- Evening and/or Weekend Commitment – Light
- Evening and/or Weekend Commitment – Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)

- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

Qualified candidates should send a cover letter and resume' to employment@parish.org

January 2020