

Position Title: **Head Athletic Trainer**

Last Updated: August 2023

Reports To: Director of Athletics

Status: Exempt
Permanent Full-time

Schedule: 12 Month Employee, Hours Determined by Athletic Schedule

Benefits: Full benefit eligibility

Growth & Evaluation: Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our Essential Expectations provide the foundational aspects we require to work at FCS. These Characteristics of Professional Excellence establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

Summary
Description:

The role of the Head Athletic Trainer is an integral part in the Fellowship Christian School athletic department. The Head Athletic Trainer works collaboratively with the Director of Athletics in providing medical services for student-athletes. These medical services include but are not limited to the prevention/recognition of athletic injury, evaluation/care of athletic injury, and rehabilitation/reconditioning of injured student-athletes. The Head Athletic Trainer will organize the athletic training room, provide coverage for all home athletic contests and practices, and communicate with the coaching staff regarding student-athlete injuries. The ideal candidate will hold a master's degree and possess experience in high school athletic training or college athletic training. He or she will also exhibit excellent organizational abilities and oral and written communication skills. Other duties include supervision of the student athlete training and sports medicine program. Ideally, a sports medicine class will eventually be included as a part of the science offering as an elective for high school students.

Essential Functions:

- Provide first aid and injury assessment/treatment/rehabilitation/reconditioning for Fellowship Christian student-athletes. The athletic trainer will also be responsible for making appropriate physician referrals.
- Provide coverage at home events and practices (priority being highest risk for injury sports) from the beginning of the fall sport season to the conclusion of the spring season.
- Provide coverage at away games as needed and instructed by the Athletic Director.
- Review the annual required athletic physicals and supervise the clearance of injured athletes prior to and during the sport seasons.
- Maintain a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
- Establish a working relationship with the school nurse.
- Assist coaching staff in evaluating and implementing sport specific conditioning programs and methods.
- Maintain an effective and efficient athletic training room.
- Maintain communication with parents on the care and treatment of their student-athlete.
- Provide respectful communication, within the limits of confidentiality, on student health matters between coaches, parents and health care providers.

- File all necessary reports associated with athletic injuries and/or incidents.
- Maintain a daily treatment log. Record injuries using Electronic Medical Recordkeeping software.
- Oversee the ordering of supplies and equipment pertaining to the athletic training room and maintain an up-to-date inventory.
- Provide the Athletic Director with an annual budget for supplies and equipment.
- Equip each team with appropriate medical equipment and first aid kit.
- Assist in the selection and fitting of protective equipment, including special taping, pads or braces.
- Create a safe playing environment by monitoring and controlling environmental risks.
- Share professional literature relative to athletic training with the school's coaching staff.
- Additional duties and responsibilities as needed and assigned by the Director of Athletics or Head of School. One such duty would be teaching a sports medicine class under the direction and supervision of the High School Principal.

Additional Responsibilities:

- Have a personal relationship with Jesus Christ.
- Possess outstanding character, integrity, and trustworthiness to successfully administer duties.
- Agree and sign the Fellowship Christian School Statement of Faith.
- Acknowledge and understand Fellowship Christian School's Mission Statement.
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth.
- Attend all faculty and staff meetings.
- Show support and high esteem for Fellowship Christian School.
- Abide by and comply with the Fellowship Christian School Employee Handbook, policies, and regulations.
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety.
- Other duties as requested or assigned per the Head of School, High School Principal, or Director of Athletics.

Qualifications:

- Bachelor's degree in athletic training (master's preferred) with three years of experience in college or secondary school athletics.
- BOC Certified
- NATA Member
- Georgia Athletic Training License
- CPR/AED Certification
- Strength and Conditioning background preferred.
- Thorough knowledge of professional athletic training principles, methods and procedures: anatomy and physiology applicable to assigned duties.
- Ability to analyze emergency situations accurately and take prompt action.
- Working knowledge of applicable state and federal laws and regulations pertaining to certified athletic training.
- Ability to use computer-based software including email, computerized maintenance management system, electronic medical record programs, and smart phone/mobile devices, Google suite, and MS Office.
- Strong interpersonal skills with ability to develop and maintain collegial relationships.
- Excellent communication (written and verbal) skills and the ability to follow directions.
- Maintain a professional demeanor and restraint at all times, including stressful situations.
- Ability to work flexible hours when necessary.
- Willingness to work as part of a team in all aspects of the job.
- Willingness to travel.
- Self-motivated and detail oriented.
- Positive appearance, attitude and presentation with a strict sense of confidentiality.

- Must have the ability to work in a school environment by successfully passing the school mandated background check process and Ministry Safe training.
- Demonstrated interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the school.
- Possess a valid driver's license.
- Regular and consistent attendance and punctuality is required and as a condition of employment.
- Assist with and participate in all school wide events as needed.

Physical Qualifications:

- Standing/sitting for periods of time.
- Walking to various locations around campus.
- Bending, lifting (up to 80 lbs.), pushing, kneeling, crouching, crawling, stooping.
- Must hear with accuracy to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, reaching, grasping and using computer keyboard.
- Specific vision abilities required include close vision, distance vision, color vision and depth perception.

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.