

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****ATHLETIC TRAINER /ASSISTANT TO THE DIRECTOR OF
ATHLETICS/HEALTH & PHYSICAL EDUCATION****JOB GOAL**

Provides athletic injury management and other health services for all athletes and assists coaches with the design and implementation of injury prevention programs.

Assist the Director of Athletics/Health & Physical Education in organizing and supervising athletics' related activities as needed. Provide athletic training services for student athletes and coaches.

QUALIFICATIONS

1. New Jersey Athletic Trainer Certificate.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES**A. Athletic Training Services**

1. Supervises the operation of the training room and maintenance of all training room equipment.
2. Recommends and assists in fitting protective equipment for the athletes for safety and the prevention of injuries.
3. Maintains contact with school physician and under the supervision of the team physician, treats and implements rehabilitation programs for injured athletes.
4. Maintains current and accurate injury reports including participation status of injured athletes.
5. Assists the Director of Athletics/Health & Physical Education and coaching staff in the selection of equipment.
6. Reports and recommends correction of hazardous conditions including the monitoring of weather with the wet bulb.
7. Assists coaches in the design of conditioning programs.
8. Competently applies protective taping, wrappings, and dressings as necessary.
9. Recommends and requests adequate supplies of expendable and non-expendable items needed to conduct training functions.
10. Is generally well-informed in the physiology of exercise and confers with coaches on that topic as it relates to specific sports.
11. Is competent in first-aid techniques.
12. Maintains adequate first-aid supplies and equipment and sees that as to the location of important emergency first-aid items for their use in the absence of the trainer.
13. Is prepared to make an immediate recommendation on the playing status of an injured athlete.
14. Maintains logs on each treated player and records all treatment and progress.
15. Encourages good health habits in matters related to diets, personal hygiene, drugs, and personal fitness.
16. In the event of any injury, is responsible for administering first-aid immediately and recommending and arranging emergency professional medical care without delay.
17. Conducts in-service training for coaches in terms of first aid and injury prevention.

18. Arranges, along with the Director of Athletics/Health & Physical Education, nurses, and the school physician for athletes to have sports physicals.

B. Athletic Performance Responsibilities

1. Represent the school at athletic meetings when assigned by the administration in Director of Athletics/Health & Physical Education's absence.
2. Help with the distribution and collection of all athletic equipment.
3. Cooperate with athletic coaches in any matter related to athletic equipment.
4. Be aware of student safety and health and take all reasonable steps to provide for safe student use of equipment.
5. Be available to instruct the athletes in the proper manner of daily care of the equipment.
6. Carefully supervise the length, type, and time of all practices on varsity and sub- varsity levels.
7. Make specific recommendations to coaches when in the Director of Athletics/Health & Physical Education's judgment, changes are essential.
8. Assist in interviewing applicants and recommend to the Principal the most qualified persons available for coaching positions.

C. Athletic Events

1. Coordinate and organize all sports pep rallies and TCC awards along with the Director of Athletics/Health & Physical Education.
2. Assist with the arrangement of schedules for all athletic contests of the high school.
3. Assist in the development of varsity, JV, and freshman programs.
4. Attend all games, meets, and contests at home along with away football games as authorized by the Director of Athletics/Health & Physical Education or building Principal.
5. Schedule and coordinate the use of our athletic facilities during the year and in the summer for all district and board approved events.
6. Assist with the scheduling of all Meet the Coaches Nights prior to the beginning of the individual season.

D. Other

1. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
2. Performs other duties as may be assigned.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication and interpersonal skills with the ability to interact and work with others.
2. Plan and implement teaching and coaching assignments.
3. High integrity and ethical standards.
4. Analyze situations accurately and adopt an effective course of action.
5. Make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
6. Administer first aid and emergency care.
7. Treat injuries and provide reconditioning according to authorized medical directions.
8. Meet schedules and timelines.
9. Maintain records and prepare reports.
10. Knowledge of computer and software programs.
11. Regular attendance.
12. Must be able to lift, pull, push or move up to 50 pounds at a time.

- 13. Must be able to walk, run, and kneel as required to quickly treat injuries and work with athletes.
- 14. Must be able to traverse various athletic grounds and facilities.

REPORTS TO

Director of Athletics/Health & Physical Education and Principal.

TERMS OF EMPLOYMENT

Ten-month position plus an additional 20 days in the summer at the daily rate.

EVALUATION

Performance of the job will be evaluated by the Director of Athletics and/or Principal.

*This job description is subject to change at any time.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	February 12, 2009
AMENDED:	October 28, 2010
AMENDED:	July 24, 2014
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AMENDED:	October 28, 2021
AMENDED:	April 27, 2023
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