



# Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

*Twin Valley School District*  
*"Every Student, Every Day"*

## VACANCY NOTICE

**PLEASE POST**

**3/13/24**

**Position.....**Full-Time Athletic Trainer  
**Effective.....**2024-2025 School Year  
**Education.....**Bachelor's Degree  
**Certification/Licenses.....**Must be BOC certified and possess state athletic training licensure, certification or registration. NPI Number Required.  
**Salary.....**To be Determined

### PRIMARY FUNCTION

To perform this job successfully, an individual must be able to perform each primary duty and additional responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### SCOPE OF WORK

Primary Duties Performed: Develop plans for providing athletic training coverage at all interscholastic athletic events. Establish and maintain a budget for athletic training supplies/equipment. Establish daily hours of operation for the athletic training facility. Develop comprehensive venue and condition specific emergency action plans and administer an athletic training student-aide program in accordance with the school's sports and activities guidelines and state law. Establish a working relationship with a designated team physician and community physicians. Establish a working relationship with school nursing staff. Complete (school systems) policies training to include: Maintain adequate medical records on all injuries and rehabilitation procedures. Comply with any and all policies regarding health care delivery as indicated by the school systems regulations and outlined in the Athletic Injury Management section of the school's athletic training program policies and procedures handbook. Develop coach's professional development for CPR/AED, Concussion, Heat Illness, Sudden Cardiac Death and C.A.R.E Allergy Ready.

### Additional Responsibilities:

Perform other duties and special projects as requested by the Athletic Director. Respond to crisis situations. Maintain confidentiality. Maintain a high level of quality work. Accurately follow oral and written directives. Perform work in a logical, orderly and skillful manner. Adapt to changes in schedules, equipment, procedures and methods. Accept work assignments that may require additional training to perform. Maintain a high level of integrity and honesty. Work beyond standard work hours when necessary.

### JOB QUALIFICATIONS

Appropriate certification and experience.  
Ability to speak and hear on telephone.  
Able to lift weights up to 20 pounds regularly, on occasion up to 50 pounds.  
Able to enter all building areas for the purpose of observation, supervision, and evaluation of students.  
Able to communicate verbally and in writing.  
Able to move between and within buildings.

**Deadline for applying:** March 23, 2024 or until filled  
**Send letter of interest to:** Rita L. Haddock, Personnel Office  
4851 N. Twin Valley Rd.  
Elverson, PA 19520

e-mail: [rhaddock@tvstd.org](mailto:rhaddock@tvstd.org) / (610) 286-8544