



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: ATHLETIC TRAINER
REPORTS TO: Principal/Athletic Director **SITE:** All School Sites
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** School Days Only+10 Days
SALARY: Range 147 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under general supervision of the athletic director, the athletic trainer engages in sports medicine. Sports medicine includes injury prevention, recognition, assessment and evaluation; and the organization and administration, education and counseling of student-athlete injuries. Under the direction of a physician, the Athletic Trainer may provide treatment, rehabilitation, and reconditioning of the student-athlete injuries. Records are maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

ESSENTIAL FUNCTIONS:

1. Injury Prevention and Health Promotion - Implements strategies to prevent the incidence and/or severity of injuries and illness to optimize student-athletes' overall health and quality of life.
2. Injury Recognition, Assessment – Assesses the extent of possible injuries through injury site palpations, estimations of range-of-motion, muscle strength, joint flexibility and neurological, sensory and motor tests. The student's input is considered an integral part of the assessment; refers to physician as necessary.
3. Immediate Care – Administers first aid and emergency care, independent of setting
4. Treatment, Rehabilitation and Reconditioning – Within the scope of practice, implements a treatment rehabilitation plan and/or reconditioning strategies. Re-evaluates treatment plans, as needed, to ensure maximum benefit.
5. Concussion Management – Under the supervision of a physician, initiates the District's return to play protocol following a concussion.
6. Organization and Administration – Utilizes an Healthy Roster to document all treatments and injury management provided to students; complies with HIPAA and FERPA requirement; and maintains and manages AEDs and athletic training facility inventory, supplies, and function.
7. Education and Counseling – Educates student-athletes, families, and coaches regarding injuries, risk factor modification, and exercise programs.
8. Reporting – completes District accident reports for student athletic injuries that could require a medical referral and submits it to the Health Office within 48 hours.
9. Communication - Provides regular and pertinent communication to the student-athletes' care circle, physicians, physical therapists, school administration, health aides, athletic directors, coaches, and other athletic trainers.

Employment Standards:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree from a four-year CAATE accredited Athletic Training Education program and/or a Master's Degree from a CAATE accredited Athletic Training Education program
- Athletic Trainer, Certified (ATC) by the Board of Certification credential.
- Master's Degree, desirable.
- At least one year working in athletic training.

SPECIFIC QUALIFICATIONS:

- Should possess personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.
- Physical and mental capabilities are necessary to assume responsibilities involved in working with teachers, students, and parents. Possesses enthusiasm for and interest in the educational programs of the District.

KNOWLEDGE OF:

- Principles of anatomy, physiology, kinesiology, and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- 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.
- Sports injury record keeping and privacy laws.

ABILITY TO:

- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Utilize Google Workspace effectively.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL REQUIREMENTS:

- Ability to observe type and extent of injury.
- Ability to hearing and speak to exchange information.
- Ability to walk or stand for extended periods of time.
- Ability to frequently and repetitively bend, stoop, squat, kneel and reach overhead.
- Ability to operate equipment and manipulate various materials and objects.
- Ability to frequently lift, carry, push, pull or otherwise move objects of up to 50 pounds in force.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must possess a valid First Aid and CPR card.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.

- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.