

# **JOB DESCRIPTION**

# **PATERSON BOARD OF EDUCATION**

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**3303 Athletic Trainer**  
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## **REVISED**

**JOB TITLE:**           **ATHLETIC TRAINER**

**REPORTS TO:**       Athletic Administrator

**SUPERVISES:**       Students

### **NATURE AND SCOPE OF JOB:**

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

### **QUALIFICATIONS:**

The Athletic Trainer shall:

1.     Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an Athletic Trainer endorsement (effective August 2, 1999) (N.J.A.C. 6:11-11.21). and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq. Be certified as an Athletic Trainer by the NJ Board of Certification, and be registered by the New Jersey State Board of Medical Examiners as licensed Athletic Trainer (N.J.A.C. 45:9-37.44).
2.     Hold and maintain first aid certification and CPR/AED certification.
3.     Hold a valid driver's license with no serious violations.
4.     Have excellent integrity and demonstrate good moral character and initiative.
5.     Show evidence of successful experience in working with student athletes.
6.     Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, the community, and health professionals and agencies.
7.     Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8.     Demonstrate the ability to perform clerical tasks in keeping athletic and insurance record.
9.     Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10.    Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Athletic Trainer shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Athletic Trainer shall:

1. Perform the role of a certified athletic trainer as defined by the National Athletic Trainers' Association and as licensed by New Jersey Code (N.J.A.C. 45:9-37.35 et seq.).
2. Provide and assist coaches with preventative programs as needed, including but not limited to:
  - Physical conditioning;

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- Environmental safety and physical hazards;
  - Equipment safety;
  - Hydration Certification Testing (Wrestling) as per the NJSIAA and
  - Athletic training and counseling.
3. Provide athletic injury management, including but limited to:
    - Injury recognition;
    - Functional capacity evaluation
    - Acute care, including emergency first aid, CPR/AED; and
    - Supervised rehabilitation.
  4. Perform no physical therapy unless licensed by the State of New Jersey to perform physical therapy (N.J.A.C. 45:9-37.35 et seq.).
  5. Maintain an accurate log of injuries, treatments, progress and outcome.
  6. Apply protective taping, wraps, bracing, and dressings.
  7. Make appropriate medical referrals when indicated and provide sound counsel to athletes and parents in seeking proper medical assistance and follow-up.
  8. Develop and maintain protocols for emergency care, with the approval of the School Nurse and School Medical Inspector/School Physician, keeping coaches informed of the Emergency Action Plan for all sports.
  9. Maintain a cooperative working relationship with the School Nurse and other health care professionals.
  10. Incorporate into instruction the Core Curriculum Content Standards, particularly the Cross-Content Workplace Readiness Standards and the Comprehensive Health and Physical Education Standards. The purpose is to reinforce the school's responsibility to ensure that all students meet and exceed the standards required for graduation from high school.
  11. 12. Be responsible for submitting the necessary medical supplies list needed within the school budget to the athletic administrator.
  13. Instruct and supervise Student Athletic Trainers from local colleges and universities.
  14. Ensure that the training room and any other facility involved in the high school sports medicine program are maintained in an orderly, functional and sanitary manner.
  15. Conduct or provide health related staff development sessions for coaches and school personnel, and educational programs for parents.

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16. Serve as a resource to classroom teachers in health related instruction.
17. Attend all home athletic events/tournaments/invitational's etc; with an emphasis on "high risk" sport coverage as per the directive from the athletic administrator. In the event the athletic trainer is unable to attend an event, the athletic administrator must be consulted and a substitute trainer must be designated within an appropriate and significant amount of time.
18. Maintain an inventory of training supplies and equipment.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Be available to assist injured athletes exercise/rehabilitation during lunch or physical education periods.
21. Maintain a daily log of training room use by athletes and records of treatment.
22. File insurance claims and other required reports in a timely fashion.
23. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Understand and communicate developments in the field of health and injury care for athletes through reading of professional journals, participation in professional development, involvement in professional organizations, and attend conference related to athletic training.
24. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
25. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
26. Advocate a healthy and responsible life style by promoting the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.
27. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
28. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
29. Adhere to New Jersey school law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the Board of Education, school, Board of MedicalExaminers, and to contractual obligations.

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30. Complete 50 hours in (CEU) Continuing Education Units in a two (2) year period to maintain CEU for certification accordingly.
31. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and Athletic Administrator and not otherwise prohibited by law or regulation.
32. The athletic trainer must consult/collaborate with the athletic administrator or coach prior to releasing students from any scheduled practices, games or activities.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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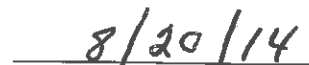
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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## EVALUATION:

The Athletic Administrator shall evaluate the Athletic Trainer in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date