



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Athletic Trainer - Certified
DEPARTMENT	Athletics
LOCATION	TBD
REPORTS TO	School Principal and Supervisor of Athletics
ANNUAL WORK SUMMARY	11 months per year, 210 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 28: \$ 37.19/hr - \$ 48.04/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Under general supervision, oversees and supervises all aspects of the athletic training program and basic on-site athletic training services for the high school sports programs during regular season, tournament, and post-season athletic events. Clearly demonstrates the ability to perform prevention, assessment, treatment (including first aid), reconditioning and general rehabilitation of athletic injuries as set forth by the National Athletic Trainers' Association (NATA) Board of Certification (BOC). This is a 6-day, 40-hour per week, flexible schedule including evenings, weekends and holidays when school is not open. The work year will be July 1 – May 31 with the ability to flex summer weeks to cover summer camps and practices as required.

EDUCATION, CERTIFICATION AND EXPERIENCE

At the time of application, the candidate must hold or be eligible for:

1. A bachelor's degree from a NATA approved program. Master's degree preferred.
2. State of Maryland Board of Physicians Athletic Training License.
3. CPR/AED Certified (instructor preferred).
4. Experience as a certified/licensed Athletic Trainer preferred.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge of federal, state and local laws, regulations and best practices involving health and safety of student athletes.
2. Knowledge of current trends in athletic training.
3. Ability to work effectively with principals, activities directors, coaches, students, parents and the community.

4. Exceptional verbal and written communication skills
5. Demonstrated ability to relate effectively to students, teachers, staff, central office personnel, parents, and community members.
6. Demonstrated ability to utilize and promote equitable practices in all facets of education.
7. Broad-based knowledge and experience in problem solving and conflict resolution.
8. A valid driver's license and motor vehicle insurance.
9. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Oversees and supervises all aspects of the local school athletic training program.
2. Attends sports events and practices to provide the needed on-site care.
3. Conducts athlete intake assessments and maintains medical records for all athletes.
4. Coordinates with the activities director to create Emergency Action Plans.
5. Develops customized treatment plans and makes appropriate recommendations for ideal steps in athlete care.
6. Handles clerical tasks such as assisting with budgets, restocking supplies and maintaining inventory.
7. Designs rehabilitation and training programs for athletes.
8. Instructs coaches and athletes in the care and prevention of athletic injuries as well as health and nutrition.
9. Maintains appropriate records and follows required procedures and practices.
10. Oversees the use of the wet-bulb thermometer and ice baths during hot weather.
11. Attends annual conferences regarding athletic training.
12. Attends regularly scheduled meetings with the activity director, principal and/or Supervisor of Athletics.
13. Meets regularly with the medical supervisor.
14. Maintains regular, on-time attendance.
15. Thinks, concentrates, and interacts with others.
16. Works flexible hours as necessary.
17. Works under stress and meets all deadlines.
18. Travels from school to school as necessary.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the building principal or designee.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

As required by the duties and responsibilities of the job, in various environments and work conditions. Standing, sitting, walking, jogging and lifting heavy objects are essential functions.

UNUSUAL DEMANDS

1. This is a 6-day per week flexible schedule including evenings, weekends and holidays when school is not open.
2. The work year will be July 1 – May 31 with the ability to arrange schedule to cover summer camps as required.
3. May be required to work mandatory overtime hours.

EVALUATION

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov/> or call 1-800-421-3481.