



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Head Athletic Trainer

Exemption Status/Test: Exempt/Professional

Reports to: Director of Athletics

Pay Grade/Days: Teacher / 210 days

Dept./School: Athletics

Date Revised: October 2026

PRIMARY PURPOSE:

Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction of the team physician to provide athletic training in the form of health care that includes principles and methods for managing and treating athletic injuries for student athletes in good general health.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree
- Valid license from Texas Department of Licensing and Regulation (TDLR)
- Current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification from the American Heart Association, American Red Cross, or similar nationally recognized association, with certification to train staff in CPR/AED (to be maintained while holding the position).

Knowledge/Skills/Abilities:

Knowledge of therapeutic modalities and injury prevention
Ability to provide emergency care and rehabilitation for student athletic injuries
Ability to instruct and supervise student athletes and assistants
Strong organizational, communication, and interpersonal skills

Experience:

3 years experience as an athletic trainer

MAJOR RESPONSIBILITIES AND DUTIES:

1. Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
2. Provide physical conditioning training to student athletes.
3. Attend practice sessions and athletic contests and prepare athletes using protective techniques and devices as needed.
4. Provide emergency or continued care and refer athletes to physician for definitive diagnosis and treatment.
5. Detect and resolve risks to athletes and determine continued participation in athletic events.
6. Develop and establish specific procedures to be carried out in the event of a medical emergency.
7. Provide health care information and counsel and instruct student athletes on subject matter related to athletic training.



HIGHLAND PARK ISD

Office of Human Resources

8. Establish and maintain effective communication with students, parents, medical and paramedical personnel, coaches, and other staff.

Rehabilitation/Reconditioning

9. Plan and implement a comprehensive rehabilitation and reconditioning program for injuries and illnesses sustained by student athletes.
10. Determine therapeutic goals and objectives for individual athletes, apply therapeutic modalities, and instruct athletes on proper use of exercise equipment.
11. Fit injured athletes with specialized equipment and oversee its use.
12. Evaluate and record rehabilitation progress of athletes. Develop criteria for progression and return to practice and competition.
13. Follow and enforce professional, ethical, and legal parameters regarding use of drugs and therapeutic agents for treatment and rehabilitation of injured athletes.

Administration

14. Coordinate scheduling of athletic physical examinations and screening.
15. Select, train, and supervise student assistants.
16. Compile, maintain, and file all reports, records, and other documents including medical, accident, and treatment records as required.
17. Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
18. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Direct the work of student assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Exercise equipment and devices including stationary bike, pulleys, weights, whirlpool, paraffin bath, ultrasound equipment, and cold packs; automated external defibrillator (AED)

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Continual walking; moderate reaching

Lifting: Frequently moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; exposure to noise; exposure to biological hazards, bacteria, and communicable diseases; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; frequent prolonged and irregular hours

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____