



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ATHLETIC TRAINER

A Classified Position

[Grade 26 – Salary Schedule 60](#)

A. General Statement

The Athletic Trainer performs professional work involved in preventative and on-site care of students in the athletic program. Under direction, the employee researches, advises and coordinates programs of preventative care and therapeutic treatment for student athletes, and provides immediate first-aid and referrals to outside providers in emergencies and other injury or illness situations as appropriate. Public contact is extensive and primarily involves students and staff for the purpose of exchanging information related to prevention, care and therapeutic treatment of sports-related injuries. A high degree of independent judgment and creativity is required to analyze and interpret data for the resolution of frequent minor and occasional major problems that arise. Consequences of errors in judgment can be costly in student health and employee time. An Athletic Trainer is not a medical practitioner and is limited to providing first aid and therapeutic treatments and to making referrals to medical practitioners. An Athletic Trainer can lead the work of other staff and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with students and staff regarding various exercises, preventative care, rehabilitation programs, first-aid and follow-up referrals, safety equipment and supplies, and other information related to student athlete health and safety
2. Serves as technical advisor to staff and athletes on injury prevention, rehabilitation and safety techniques and athletic training
3. Participates in student orientation and other programs by making presentations to small and large groups as assigned
4. Drives a motor vehicle to off-site locations
5. Confers with emergency and other medical providers regarding injury follow-up and rehabilitation recommendations
6. Attends workshops, conferences and other activities to obtain current information
7. Researches and designs injury prevention programs and training schedules for student athletes and staff; lectures to students and staff, and demonstrates proper ways of throwing, bending, twisting and other key physical movements within various sports
8. Applies padding, tape, ankle supports and other supplies to athletes as required;

9. Monitors, documents and confers with staff and others regarding the rehabilitation progress made by students following injuries
10. Attends on- and off-site athletic events with student athletes and staff
11. Operates a variety of first aid, adaptive, and sports-related equipment, including whirlpool, ultra-sound, exercise machines, eights, and other equipment
12. Provides first aid and therapeutic treatment for injured physical education and student athletes as required
13. Contacts ambulances and other emergency medical providers as required
14. Researches and designs rehabilitation programs as part of continued student participation in sports activities
15. Makes recommendations for and monitors progress of various forms of therapy, and use of applicable equipment and supplies
16. Schedules and coordinates athletic physical examinations as required
17. Completes and routes student insurance, injury and other forms in conjunction with health center and management staff
18. Uses a variety of computer software to set up and prepare documentation, and to compose and prepare special and regular reports, routine correspondence, memoranda and other written materials
19. Performs inventory of department equipment and supplies; makes recommendations for the modification or purchase of new equipment and supplies
20. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in Physical Education, Athletic Training, Physical Therapy, or a closely related field
2. Two years of successful work experience of increasing responsibility in an athletic environment with responsibilities including injury prevention, injury rehabilitation, therapeutic techniques and exercises, and use of appropriate equipment and supplies
3. Skill in training and leading the work of others
4. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups and abilities
5. Demonstrated skill in oral communication, including giving clear and concise instructions
6. Skill in the use of spreadsheets and a variety of computer software to set up and maintain files, compose and prepare correspondence, reports, and track data
7. Possession of a valid First Aid and Cardiopulmonary Resuscitation Certificate
8. Current Athletic Trainer (ATC) Certification by the National Athletic Trainers Association Board of Certification (NATABOC)

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires oral communication and public speaking, including persuasive communication; data analysis and comparison; visual acuity; good memory; patience, tact and sensitivity; rapid response and movements; reaching, pulling, pushing, kneeling, crawling, tumbling; moving people and objects of moderate to heavy weight; exposure to varying climates; exposure to blood and other body fluids and manual dexterity in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of principles of physiology, kinesiology, and anatomy, safe and injury preventative movement, ligaments, muscles, rehabilitation care of athletic injury, and other applicable aspects of sports physiology
2. Knowledge of the resources available to obtain current information on prevention, therapy, and care

of sports-related injuries

3. Knowledge of the techniques, equipment, and supplies available for safety and therapy related to sports and sports injuries
4. Knowledge of emergency care, such as first aid and cardiopulmonary resuscitation techniques
5. Skill in evaluating and assessing the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs
6. Skill in treating a variety of athletic related injuries using therapeutic devices
7. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
8. Skill in organizing, documenting and maintaining equipment and supply inventories
9. Skill in oral communication, including giving clear and concise instructions and public speaking
10. Skill in using a variety of computer software for record keeping, research, and preparation of documents
11. Ability to plan, coordinate, and implement a comprehensive athletic training and sports medicine program
12. Ability to work effectively as part of a customer service team
13. Ability to operate an AED (Automated External Defibrillator)
14. Ability to work confidently and decisively in crisis or emergency situations

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