

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Substitute Certified Athletic Trainer Position Description**

**LOCATION:** Division High Schools

**JOB CATEGORY:** Part Time

**PAY GRADE:** Miscellaneous Scale

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** High School Building Administrator(s) / Athletic Director

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Assists coaches and advises and treats athletes to maintain maximum physical fitness and assumes responsibility for the care and inventory of sports equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates the sports medicine program for boys' and girls' sports;
- Supervises, directs, coordinates, and monitors student athletic trainers;
- Provides appropriate medical assistance to injured participants in athletic activities;
- Attends team practices and games as assigned by Activities Director and/or Building Administrator;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, materials, and facilities;
- Performs preventative techniques of sports medicine such as wrapping ankles, fingers or wrists in protective gauze and adhesive tape to support muscles and ligaments, and other appropriate practices;
- Maintains an inventory of supplies and equipment and informs Activities Director when supplies or equipment are needed;
- Coordinates decision-making regarding participation of injured athletes with coaches and the Activities Director;
- Makes appropriate referrals to physicians and/or medical treatment facilities;
- Repairs torn or damaged equipment or sends out for repair in cooperation with the Activities Director;
- Packs and unpacks supplies and equipment for road trips;
- Maintains licensure/certification at the state and/or national

- level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Activities Director and/or building administrator(s) in accordance with school/division policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Candidate must possess extensive knowledge of training for student athletes. Must possess the ability to establish good working relationships with students, coaches, administrators, parents, and other school- community members.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university. A master's degree in Athletic Training is preferred. Candidate must hold a certification by the National Trainer's Association.

### **SPECIAL REQUIREMENTS**

Travel to various schools and/or athletic events is a requirement. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in settings related to athletics and include, but not limited to: gymnasiums, sport fields, locker rooms, activity buses, weight rooms, and other home and away recreational areas. Frequent walking, stooping, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment/objects weighing in excess of 75 pounds. Other physical activities are required. Travel with students, coaches, and teams on athletic related trips is necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for determining injuries/illnesses and treatments; the worker is subject to inside and outside environmental conditions, noise and hazards.

Occasional movement of students by wheelchairs and other mechanical devices may be required. Contact with other athletic coaches, staff, and

parents is required. Contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

### **EVALUATION**

The Building Administrator in conjunction of the Athletic Director will evaluate performance on ability and effectiveness in carrying out the above responsibilities.