Extension of Duty - Certified Athletic Trainer - High School

Purpose Statement

The job of Extension of Duty - Certified Athletic Trainer - High School is done for the purpose/s of establishing an effective seasonal athletic training program; providing first aid, injury assessment, treatment and rehabilitation to student athletes; providing coverage at all home events and practices; and educating coaches and student athletes on injury prevention.

This job reports to Director of Athletics

Essential Functions

• Assesses student athletes for the purpose of providing feedback to coaches and student athletes on the individual precautions, care and treatment of injuries.

• Attends all regular season and postseason games/activities for the purpose of caring for student athletes before, during and after all games and/or events.

• Attends a variety of meetings, workshops, conferences, etc. for the purpose of receiving and conveying information related to their role.

• Completes injury reports for injuries that occur during practices, regular season games and post-season games for the purpose of keeping all information on file.

• Develops individual rehabilitation and treatment regimes for student athletes (e.g. strength, speed, agility, nutritional, etc.) for the purpose of enhancing their recovery.

• Evaluates facility and playing field for potential hazards and identifies inadequate equipment for the purpose of making modifications or recommendations that would reduce the risk of injury.

• Guides student athletes and other coaching personnel as may be appropriate in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

• Interacts with coaches and student athletes consistently for the purpose of educating them on the prevention of injuries.

• Supervises student athletes during all areas of participation (e.g. competition, travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participants.

• Works with the Director of Athletics on ordering supplies for the purpose of ensuring all supplies are available in the event of an injury.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; administering first aid; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; and organizing and communicating...
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; equipment used in activity/program; injury prevention and appropriate treatment protocols; pertinent laws, codes, policies, and/or regulations; participant eligibility, attendance and discipline guidelines; public relations protocols; relevant professional standards and practices; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; modeling sportsmanship and enforcing sportsmanlike behavior among students; motivating participating student athletes; providing a firm, fair, and consistent discipline approach; providing leadership, direction, and team building; traveling to off-campus athletic events; traveling to off-campus competitions; and working extended hours that may include evenings and/or weekends.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.
Education: Bachelors degree in job-related area.
Equivalency: 

Required Testing:
Certificates and Licenses
CPR/First Aid Certificate
Missouri State Teaching Certificate
National Athletic Trainers Association Board of Certification

Continuing Educ. / Training:
Maintain Certificate/License

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt
Approval Date: 12/12/2019
Salary Grade: Extra Duty - D

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.