



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Medical Supervisor – Extra Duty Position
SCHOOL/DEPARTMENT	Assigned School
SALARY	Per appropriate extra duty schedule
FLSA STATUS	Exempt
REPORTS TO	Athletic Director; Athletic Supervisor
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday; late evenings and weekends according to the Athletic Schedule
WORK HOURS	After hours based on employment schedule
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

Working with the Athletic Director and the Athletic Supervisor, the Medical Supervisor provides both First Responder responsibilities as well as providing basic instruction to the athletic staff members regarding the prevention and care of injuries as well as training and supervising and scheduling student sports medicine assistants. In addition to other responsibilities medically related, the Medical Supervisor is responsible for providing sports medicine supervision at all major school sponsored home athletic events, which involves a number of teams and a significant amount of time based on the event schedules. The Medical Supervisor should assign an alternate first responder during the season in which the Medical Supervisor is actually serving as a Coach.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of medical applications to sports programs, injuries and prevention

- Thorough knowledge of concussion management and current trends
- Thorough knowledge of first aid applications
- Comprehensive knowledge of proper training room supplies within a safety context
- Comprehensive knowledge of sports medicine
- Comprehensive knowledge of local medical facilities and when student athletes should be referred based on injuries and/or medical conditions
- Comprehensive knowledge of student athletic/ medical file management including but not limited to physicals, injury reports, treatment logs, etc.
- Comprehensive knowledge of FERPA and HIPPA rules and regulations

EDUCATION, TRAINING, AND EXPERIENCE

- High School Degree or GED
- Three (3) to five (5) years of experience serving as a Medical Supervisor, EMT, or First Responder
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- NC Licensure as an Athletic Trainer
- Certification in cardiopulmonary resuscitation as certified by an organization such as the American Red Cross or the American Heart Association
- Certification in first aid as certified by an organization such as the American Red Cross or the American Heart Association
- Continual training in concussion management as provided by the National Federation of State High Schools (NFHS)
- Continual training/education in injury prevention and management as provided by the NFHS
- Current and continued certification specific to first aid, injury recognition and prevention
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Associate's Degree from an accredited institution as an EMT/ First Responder or Athletic Trainer or appropriate training in a related field
- Bachelor's Degree from an accredited institution in Physical Education, Athletic Training, or related field
- Additional training as provided by NFHS regarding concussion management and injury prevention and management
- Five (5) years of experience serving as a Physical Education teacher with additional coaching responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide basic instruction to athletic staff members regarding the prevention and care of injuries
2. Refer athletic injuries to the school nurse, parents, and the Principal
3. Carry out appropriate instructions and treatment as directed by the (athlete's) physician

4. Assist and advise the athletic staff regarding conditioning programs and the selection, care and fitting of protective equipment
5. In accordance with qualifications, determine if a player is capable of continued participation in a game and/or practice if the player is injured
6. Provide immediate first aid care for all athletic injuries and conditions
7. Organize, inventory and requisition all training room supplies with the advisement and approval of the athletic director
8. Attend all school sponsored home athletic events, as the various sports calendars permits
9. Provide sports medicine supervision at all major school sponsored home athletic events
10. Make and/or assist with proper arrangements for scheduling athletic physicals for student athletes
11. Remain on campus and/or be available until 5:30 P.M. each assigned school day during the winter and spring seasons to treat athletic injuries
12. Assist with the care and cleanliness of the athletic training room
13. Create and maintain student athletic files, which may include physicals, injury reports, treatment logs, etc.
14. Perform other duties as assigned by the Athletic Director, Principal and/or Athletic Supervisor

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force. In some scenarios, work may involve a moderate level of exertion when assisting students, helping to lift or support students while walking, assisting with transferring students to gurneys, straight boards, carts, etc.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*