



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Athletic Trainer (Licensed) – Extra Duty Position</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned High School
<b>SALARY</b>	Per appropriate Extra Duty Pay schedule
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	School Athletic Director
<b>SUPERVISES</b>	First Aid Responders and Student Assistants
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; some evenings and weekends
<b>WORK HOURS</b>	According to the sport/ sports schedule
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

Working with the Athletic Director and the Athletic Supervisor, the Athletic Trainer 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 Athletic Trainer 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 Athletic Trainer should be present at all NCHSAA sponsored home athletic competitions, as the various sports calendars will permit and must attend all football practices and games and home wrestling contests, unless excused by the Principal due to emergency. The Athletic Trainer may not have coaching responsibilities during the season in which the person is working as a licensed athletic trainer.

## **MINIMUM QUALIFICATIONS:**

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

- Thorough knowledge of all the Athletic Policies approved by the North Carolina High School Athletic Association, the National Athletic Trainer's Association, and the Orange County Schools Board of Education
- Thorough knowledge of existing system and state athletic regulations
- Thorough understanding of the proper administrative chain of command
- Thorough knowledge of the fundamental philosophy, skills and techniques associated with the athletic training program
- Thorough knowledge of state and federal requirements regarding physical examinations, parental consent, and eligibility for athletic participation
- Thorough knowledge of training rules and any other unique regulations pertaining to the various sports in which athletes are engaged
- Thorough knowledge of guidance and safeguards in place for the safety of athletes in order to address medical injuries and emergencies
- Thorough knowledge of the process for initiating policies and procedures applicable to the athletic training program
- 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**

- Bachelor's Degree from an accredited institution in Physical Education or related field
- Minimum of three (3) years of classroom and athletic training experience at the middle or high school level
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### **CERTIFICATION AND LICENSE REQUIREMENTS**

- NC Teacher Certification in Physical Education or related area
- Valid BOC Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Master's Degree or additional credits beyond Bachelor's Degree from an accredited institution in a related field
- Five (5) years of classroom and athletic training experience at the middle or high school level

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for giving basic instruction to athletic staff members regarding the prevention and care of injuries
2. Responsible for training and supervising sports medicine student assistants, as well as scheduling them
3. Responsible for referring athletic injuries to physicians for diagnosis and/or treatment
4. Carry out appropriate instructions and treatment as directed by the (athlete's) physician
5. Develop and supervise appropriate rehabilitation programs for athletes under the direction of the physician
6. Assist and advise the athletic staff regarding conditioning programs and the selection, care and fitting of protective equipment
7. Determine if a player is capable of continued participation in a game and/or practice if the player is injured
8. Responsible for the treatment and supervision of treatment for all athletic injuries
9. Responsible for the organization, inventory and requisition of all training room supplies with the advisement and approval of the athletic director
10. Coordinate an extension of sports medicine services when appropriate
11. Make and/or assist with proper arrangements for scheduling athletic physicals for student athletes
12. Remain on campus and/or be available until 5:30 pm each school day during the winter and spring seasons to treat athletic injuries
13. Coordinate an extension of sports medicine services when appropriate
14. Responsible for the care and cleanliness of the athletic training room
15. Responsible for the maintenance of student athletic files, which may include physicals, injury reports, treatment logs, etc.
16. Utilize the proper administrative line of command and refer all requests of grievances through proper channels
17. Attend all required departmental meetings
18. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility
19. Provide proper safeguards for maintenance and protection of assigned equipment sites
20. Advise the Athletic Director and Athletic Supervisor regarding any concerns and recommend policy, method or procedural changes
21. Provide assistance, guidance, and safeguards for each participant in the training room
22. Initiate programs and policies concerning injuries, medical attention, and emergencies
23. Complete and submit proper paperwork regarding all disabling athletic injuries to athletic office within 24 hours of the occurrence
24. Properly mark and identify all equipment before issuing and/or storing
25. Issue and/ or requisition equipment
26. Check on general cleanliness of the facility and be responsible for cleanliness and maintenance of specific sport equipment
27. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty

- 28. Instill in each athlete a respect for each other, equipment and school property, emphasizing care and proper use of equipment
- 29. Perform other duties as assigned by the Athletic Director, Athletic Supervisor and/or School Principal

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Substantial standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Work is considered moderate physical work requiring the exertion of up to 50 pounds of force.
<b>WORK ENVIRONMENT</b>	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.
<b>ACKNOWLEDGEMENTS</b>	
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.*