

**SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

**HEAD ATHLETIC TRAINER
(FULL-TIME NON-INSTRUCTIONAL FACULTY)**

General Responsibilities

Under administrative leadership and general guidance of the Division Dean, the Head Athletic Trainer carries out the operation and supervision of the Athletic Training and Treatment Center. The Head Athletic Trainer is responsible for the recognition, evaluation, and prevention of injury and illness due to participation in intercollegiate athletics. The Head Athletic Trainer provides assessment of and recommendations for injury rehabilitation and injury management; first line treatment, disposition, and referral of athletic injuries, development and implementation of the athletic training instructional curriculum. The Head Athletic Trainer instructs, supervises, and directs the student trainer program; advises students interested in the athletic training field; and serves on committees to facilitate the effective operation of the Center.

Specific Responsibilities

Examples of duties include, but are not limited to, the following:

- Assists team physician in pre-participation health screenings.
- Identifies and protects pre-existing physical conditions that might predispose the athlete to injury.
- Inspects athletic training facilities, equipment, therapeutic modalities, and maintains records to comply with mandated safety standards.
- Designs, fabricates, fits and applies appropriate taping, wrapping, and protective devices to prevent injury and re-injury.
- Recognizes and evaluates injuries in order to determine the degree of injury, the proper transportation of the injured athlete, the ability of the athlete to return to participation, and/or the proper medical referral.
- Selects and administers appropriate first aid using proper emergency care procedures and equipment.
- Refers the athlete to appropriate medical personnel and facilities.
- Administers appropriate procedures to the injured or ill athlete to provide optimal opportunity for recovery.
- Documents all athletic training treatments and services provided by health care professionals.
- Selects appropriate rehabilitation equipment, manual techniques, and therapeutic modalities.
- Develops therapeutic and exercise criteria for the return of the injured athlete to full functional capacity to minimize re-injury.
- Coordinates athletic training coverage for practices and home games according to the nature of the sport as it pertains to the possibility of injury.
- Monitors environmental conditions such as temperature, humidity, and extreme weather situations.

- Coordinates athletic training for all home and away football games and other sports contests as assigned in the capacity of athletic trainer.
- Assists in the purchase of athletic training equipment and supplies.
- Establishes a communication system to provide coaches with a day-to-day progress report on injured athletes unable to participate without precautions.
- Organizes and administers record keeping for budgets and facilities upkeep including a policies and procedures manual of the total athletic training program.
- Develops and instructs the athletic training curriculum.
- Instructs and supervises student athletic trainers within the athletic training environment to develop entry-level proficiency for athletic trainers.
- Instructs student athletic trainers in clinical and interpersonal communications skills to facilitate professionalism.
- Provides information on health topics such as substance abuse, diet, etc. and if needed refers the athlete to specialists for counseling or consultation in areas of personal, social, or emotional programs.
- Develops and implements an Emergency Action Plan for athletic events and practices.
- Administers training for coaches, administrators and sports medicine staff in first aid, CPR and the uses of AEDs.
- Performs other related duties as assigned.

Additional Responsibilities

- Sets and maintains regularly scheduled hours of operation and attends meetings as required.
- Keeps official records required by District policy and administrative procedures and submits them in accordance with college procedures.
- Abides by departmental regulations concerning the proper use, care and security of college equipment and District property.
- Advises administration of unsafe conditions or potential hazards and recommends solutions.
- Participates in advisory committee meetings as required.
- Consults with management on personnel needs; assists with position announcements, recruitment and screening/interviewing committees.
- Participates in the evaluation of regular faculty and adjunct faculty as assigned; participates in tenure review and/or mentoring processes as assigned.
- Assists with program review efforts.

Education:

Possession of an A.A. degree in athletic training or related field plus six (6) years full-time occupational experience; OR a Bachelor's degree in athletic training or related field plus two (2) years full-time occupational experience; OR a Master's degree in physical education, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education; OR a Bachelor's degree in any of the above AND a Master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy; OR a valid California Community college instructor's credential in subject matter area; OR the equivalent.

Experience:

- Experience as an Athletic Trainer
- Teaching experience preferred
- Personal qualities to work effectively and sensitively in a multicultural student environment
- Demonstrated interest in maintaining membership and contributing to professional organizations and/or community service

Ability to:

- Organize and administer record keeping/treatment plans
- Develop and maintain budget in accordance with policies and procedures
- Work effectively with students, staff, faculty, and outside agencies including physicians
- Supervise and evaluate others; coordinate schedules
- Assess injuries and take appropriate action including referral to physicians
- Communicate effectively orally and in writing

Commitment to:

- Participate in required professional development activities.
- Develop professional skills and maintain up-to-date subject matter knowledge.
- Attend/participate in professional conferences, seminars or meetings.
- Participate in presenting staff development programs as needed.
- Participate in institutional research activities and grants as needed.

Knowledge of:

- Standards of care for prevention, treatment and safety of athletes
- Budget management and inventory control
- Rehabilitation equipment, techniques and modalities

Discipline Specific Requirements/Licensure

- National Athletic Trainers Association (NATA) Certification.
- Valid First Aid and CPR cards.

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