

**TITLE:** Head Athletic Trainer

**QUALIFICATIONS:**

1. Bachelor's degree in appropriate area of specialization. (Master's preferred)
2. Certified, and in good standing, through the National Athletic Trainers' Association Board of Certification (NATABOC)
3. Alabama State Athletic Training License
4. Minimum 3 years' experience providing high school or collegiate athletic training services

**REPORTS TO:** Principal

**JOB GOAL:** Provide "Athletic Training Services" under the direction of the team physician, and in accordance with the Alabama Athletic Training Practice Act, to student athletes.

**JOB DUTIES:**

1. Schedule and coordinate coverage for all varsity and JV sporting events
2. Provide emergency care of an athletic injury; perform tests and measurements as an aid in the evaluation of an athletic injury
3. Provide appropriate general treatment orders approved by team physician
4. Provide referral of non-manageable injuries to an appropriate qualified medical professional
5. Design and implement effective rehabilitation and/or corrective exercise protocols for injured athletes.
6. Serve as liaison between team physician/ specialist, coaches, parents, athletes, and school administrative personnel
7. Document all athletic injuries and treatment/rehabilitation sessions
8. Schedule and assist in performing pre-participation physical exams and cognitive baseline testing
9. Assist with strength and conditioning programs
10. Assist with athlete insurance coverage
11. Assist with the development and implementation of athletic training procedures.
12. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information
13. Maintain proper certifications, licensure, and continuing education through state and/or national associations.
14. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
15. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
16. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED: 3/15/16**