



Position Title:	Athletic Trainer
Date Modified:	August 2023
FLSA Classification:	Exempt
Reports to:	Director of Athletics
Position Purpose:	Provide student athletes with sports medicine care and athletic training coverage for all St. Francis Episcopal athletic programs.
Work Hours:	11:00am – 7:00pm (hours depend on athletic schedule)
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Athletic Trainer works with the director of athletics and evaluates, instructs, and monitors athletic sports programs to help athletes prevent damage, restore function, and reach maximum level of independence.

Essential Functions and Tasks

- Provide practice and event athletic training coverage to home and visiting teams and officials for Middle and Upper School Athletics.
- Coordinate coverage schedule for all sports medicine duties including management of part time athletic trainer.
- Evaluate, treat, and rehabilitate athletic injuries.
- Set-up and break-down practice and event venues – water cows, coolers, cups, water bottles, ice chests, etc.
- Provide pre-practice and pre-event treatments and preventative measures.
- Willingness and availability to work nights and Saturdays.
- Coordinate inclement weather plans and actions. Enforce the St. Francis Episcopal School weather policy plan for students, coaches, spectators, and officials. In the event of inclement weather, monitor lightning and weather conditions and safe return to activity.
- Assist with the creation of Emergency Action Plans for both campuses.
- Activate and utilize Emergency Action Plan when necessary.
- Communicate with Director of Athletics and Administration regarding athletic injuries and other job duties.
- Communicate with parents and coaching staff regarding athletic injuries.
- Communicate with physicians and specialists regarding student athlete injuries.
- Maintain clear and accurate medical records. Document all treatment records. Coordinate Rank One injury documentation.
- Create injury/accident reports for all serious injuries for Middle School & Upper School.

- Maintain annual budget for supplies. Purchase approved supplies as needed.
- Maintain clean and functional facilities, equipment, and supplies.
- Maintain appropriate working relationships with students, coaches, staff, and parents.
- Work independently with minimal direction, as well as collaborate effectively as part of a team.
- Travel to away contests as needed and assigned.
- Coordinate the Athletic Physical Exam process annually each spring.
- Evaluate and assist with concussion protocols. Educate and implement the St. Francis Episcopal School Concussion Return to Play Protocols. Communicate with athletic administrators, head coaches, program head coaches, parents, and students throughout the entire process to return to play.
- Coordinate medical kit process. Stock, check-out, and handle inventory of all medical kits for all head coaches each season (three times per school year). Notify athletic administrators of supply inventory needs for ordering and inventory in the medical supply closets.
- Coordinate health forms process.
- Assist with CPR certification process for coaches.
- Attends athletics department meetings as notified by the athletic director throughout the school year.
- Represents the School and the Athletics Department in a professional manner at all times.
- Maintain necessary memberships and stay current with professional standards.
- Advance the sports medicine component of the Athletics Department.
- Supervise and maintain educational objectives for student athletic trainers (future).
- A result-oriented individual who demonstrates the ability to work well with people at all levels of the organization, warmly developing relationships while simultaneously employing keen judgment.
- Demonstrated ability to work with technology such as the school's website, Veracross database, and demonstrates competency with basic word processing, spreadsheet, PowerPoint, and internet applications.
- Communicates effectively with all constituents in the school environment.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the advancement department.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's fundraising policies and procedures.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Other duties as assigned by the Head of School or supervising head or director including extracurricular.
- Knowledgeable about Veracross and uses Veracross' development module and/or other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.

- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion

Qualifications

- Bachelor's degree required, master's degree preferred.
- Texas Department of State Health Services Advisory Board of Athletic Trainers Licensure required.
- National Athletic Trainers' Association Board of Certification preferred.
- CPR certification required.
- Minimum of three years' experience required.
- Experience working in the secondary and/or independent school setting preferred.

Physical Requirements and Work Environment

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.