



Head Athletic Trainer

Department: Athletics

Job Status: 1.0 FTE

FLSA Status: Exempt

Reports To: Athletic Director

Grade/Level: N/A

Amount of Travel Required: up to 40% (contests & recruiting)

Work Schedule:

M-F; 8:30 a.m. - 5:00 p.m. (may require evenings and weekends as sports schedules dictate);
12-month position.

Positions Supervised: Assistant Athletic Trainers and assigned student employees.

POSITION SUMMARY:

Directs the athletic training program. Provides basic treatment pursuant to professional judgment. Administers all facets of the athletic training area, from budget preparation and implementation, to overall operations of the athletic training facilities. Teaches ARC CPR/First Aid to Athletic Department staff and first responders as well as agreed upon course (Basic First Aid Techniques) in the Athletic Department. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Coordinates the prevention, treatment, and rehabilitation of athletic-related injuries for all male and female intercollegiate athletes.

Administers emergency care and makes medical referrals as needed.

Maintains a system of injury records on all intercollegiate athletes with guaranteed confidentiality.

Arranges for the purchase, storage, and inventory of medical supplies and therapy equipment.

Controls and maintains therapeutic equipment in the athletic training room.

Coordinates a core of team physician(s) who perform the duties of prescriptions, referrals, and examinations.

Complies with and establishes a line of communication among parent, physician, athlete, and coach.

Educates and counsels coaching staff, athletes, physicians, and co-workers on policies and related concerns.

Supervises first responder coverage of the athletic training room, practices, and games.

Acts as liaison between the Athletic Department and Austin College Health Services Department.

Supervises Assistant Athletic Trainers and assigned student employees, including contracted athletic trainers as needed, in accordance with Austin College policies, applicable laws, and divisional directives. Responsibilities include, but are not limited to: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; establishing expectations and performance goals; promoting collaboration and communication within department and division; rewarding and disciplining employees; addressing complaints and resolving problems.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Assists the Athletic Department in compliance with NCAA guidelines, delivering related education and information, and safety.

Serves on the campus-wide Safety Committee.

Performs other duties as agreed upon by Athletic Director.

POSITION QUALIFICATIONS: (The **minimum** knowledge, licenses, certifications, skills, abilities, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Bachelor's degree from an accredited college or university in appropriate field. Five years related experience. Knowledge of and full compliance with requirements of Austin College academic programs and eligibility standards. Knowledge of and full compliance with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

State of Texas Advisory Board of Athletic Training, Department of Health Certification* Certification in first aid, Cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use**

*National Athletic Trainers Association Board of Certification (NATABOC) ** must be obtained or in process prior to one year anniversary.

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- serve as a positive ambassador of his/her program, the athletic program, and Austin College to all constituents (e.g. parents, alumni, staff, faculty, media, and other coaches);
- travel, to include operating/driving a vehicle;
- exhibit strong collaborative and organizational skills;
- successfully complete the NCAA Division III rules test on a yearly basis;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- work evenings and weekends;
- maintain regular and consistent attendance;
- comply with policies and procedures of Austin College, the Athletic Department, as well as, the requirements and standards of NCAA Division III and the Southern Collegiate Athletic Conference athletic governing bodies;
- effectively apply knowledge of Austin College academic programs and eligibility standards;
- work effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and the public;
- make objective decisions timely and effectively;
- support and endorse the academic program and the highest level of achievement for each student-athlete;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- model high standards of honesty, integrity, trust, ethics, and sportsmanship at all times and expect the same from others.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:

- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external students athletes, students, faculty, staff, parents and outside community members.
- Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions. Communicates regularly with Athletic Director and others as needed or requested.
- Teamwork - Willingness and ability to work with others. Encourages and models support of programs other than own.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.

- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff/volunteer(s) in a positive manner and fosters staff development.

PHYSICAL REQUIREMENTS:

The following should represent the physical requirements of the essential job functions.

Physical activities required are the ability to demonstrate participation in cross country and track practices and events; finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, running, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical environment is outdoors in a variety of climate conditions and noise levels and an office setting with moderate noise and interruptions.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____