

**CLASS SPECIFICATION
Certified Athletic Trainer**

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, analyzes injuries and administers preventative and rehabilitation treatment to student athletes; administers first aid to athletes and other students; maintains training room and supplies in a clean and sanitary condition; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Certified Athletic Trainer is responsible for administering preventative care to athletes to ensure the reduction of injuries, and providing rehabilitative treatment to care for sports-related injuries utilizing modern physical therapy techniques, equipment and exercise programs. An incumbent administers first aid to athletes during practice sessions and sporting events and advises and counsels students regarding injuries and rehabilitation. An incumbent is also responsible for maintaining the District's athletic training room and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts preliminary health screenings of all athletes on the school's teams, including blood pressure, pulse, eye examinations, orthopedic screenings and review of medical history questionnaires; works with team physician and coaches to schedule screening times for each athletic team; records height and weight and makes notes on athlete charts; reviews examination and test findings with team physician and obtains necessary releases from healthcare professionals to clear athletes to participate in athletic programs; provides athletic department with medical clearance records for files.
2. Performs a variety of preventative care measures to student athletes to reduce occurrence of athletic injuries; makes arrangements for and schedules team access to training room prior to practice sessions and games; applies tape, bandages and braces to athletes for prevention of injuries; measures and fits braces, guards and other protective devices to individual athletes.
3. Administers therapeutic techniques for rehabilitation of injuries under direction of the team physician; designs, prepares and implements treatment and conditioning programs for athletes in cooperation with coaching staff; advises and counsels athletes and coaches on conditioning, diet, rest, exercise, reconditioning, extent of injuries and related issues; prescribes and instructs athletes on therapeutic and functional exercises; determines when athletes may resume sports activity according to

established criteria; monitors athlete treatment progress; schedules athlete appointments with the team physician and orthopedist and makes appointments for athletes with personal physicians and specialists; obtains pertinent medical information from personal physicians and specialists and records in athlete's file.

4. Provides immediate first aid and emergency care to athletes; identifies and evaluates injuries and refers to appropriate medical personnel; accurately analyzes and identifies potentially life-threatening injuries, including seizures and head and internal injuries; administers treatment and notifies emergency medical personnel as necessary; confers with coaches and participates in preparing emergency plans; meets with emergency medical services personnel to develop and change procedures for emergency response; provides written copies of emergency plans to management and coaches.
5. Attends on and off-campus athletic games and practices; obtains off-campus athletic event schedules for various athletic teams; prioritizes and attends "away games" where a Certified Athletic Trainer is most needed; monitors environmental conditions, including heat indexes, air quality and storm conditions and makes recommendations to coaches on appropriate activity levels and the need to cancel practices or games; checks swimming pool water temperature and chemical levels to ensure safety standards; provides emergency kits, insurance information and claims forms and emergency contact information for away games; meets with visiting coaches to discuss District emergency procedures; evaluates athlete biomechanics, skill techniques and practice design to determine reasons for injuries; attends all football practices involving collision and contact drills and activities.
6. Provides iced drinking water, cups, water bottles and injury ice for practices and games for home and visiting teams; cleans, sanitizes and properly stores coolers, water bottles and ice chests to prevent spread of bacteria.
7. Inspects athletic facilities for safety, including proper lighting, field and floor surface conditions, safe placement of benches, security of goals, grass height, quality of mats and tracks and fencing; ensures access is available for emergency medical response.
8. Ensures maintenance and cleanliness of the athletic training room; maintains equipment and supplies; disinfects training facility furniture and surfaces; evaluates condition of equipment to ensure safe operation; schedules calibration of physical therapy equipment and modalities.
9. Plans for and orders supplies; obtains purchase orders and submits to chosen vendor; receives ordered supplies and inspects for deficiencies and shortages; notifies vendor of any problems.
10. Creates, updates and maintains athlete files and records; maintains comprehensive treatment, injury and medical release records; completes accident reports for insurance purposes; prepares reports as needed.
11. Provides information to coaches on preventative and rehabilitative care for student athletes; provides information on risk factors for communicable diseases; provide coaches information on athlete skill deficiencies for retraining purposes.
12. Operates and maintains a variety of specialized physical therapy and diagnostic equipment and modalities, including ultrasound, muscle stimulators, electrical stimulating currents, phonophoresis,

whirlpools, hydrocolators, paraffin baths, hot packs, ice treatments and massage; operates weight training and conditioning equipment.

OTHER DUTIES

1. Develops professional relationships with the local medical community to enlist support for District athletics; solicits donations of used equipment from healthcare professionals; participates and assists with department fundraising events, including recruiting participants and sponsors and supervising event activities.
2. Conducts orientations for athletic training students in clinical rotation; reviews skill proficiencies required to be gained during rotation and sets schedule for evaluating student proficiencies.
3. May perform housekeeping or minor facilities repair duties as backup to other classifications.
4. May provide first aid treatment to students other than athletes, if necessary.
5. May act as a first responder in the absence of District Nurses.

QUALIFICATIONS

Knowledge of:

1. Human anatomy, physiology and biomechanics.
2. Methods, principles and equipment used in physical rehabilitation, training, conditioning and therapeutic exercise.
3. Prevention and care of sports injuries.
4. Principles and practices of First Aid and CPR.
5. Principles and techniques of injury evaluation/identification and emergency healthcare assessments.
6. Public health agencies and local health care resources available to student athletes.
7. Appropriate safety precautions and procedures in an athletic team environment.
8. Research methods and data analysis techniques.
9. Principles and practices of public administration for purchasing and recordkeeping.
10. Principles and practices of effective communication in an athletic program.
11. Standard business software, including word processing and spreadsheet programs.

Ability to:

1. Administer preventative, therapeutic and rehabilitative treatment to student athletes safely and effectively.
2. Counsel and provide information to student athletes on injuries and preventative care.

3. Render first aid and CPR to injured athletes and others.
4. Develop, implement and monitor training and conditioning programs.
5. Analyze and accurately identify student athlete injuries and adopt appropriate courses of action.
6. Operate and maintain a variety of medical diagnostic and physical therapy equipment.
7. Ensure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility.
8. Appropriately respond to medical emergencies.
9. Oversee and provide clinical instruction to student athletic trainers.
10. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
11. Interpret, apply, explain and reach sound decisions in accordance with District and department policies.
12. Communicate clearly and effectively, both orally and in writing.
13. Prepare clear, concise and accurate records, correspondence and other written materials.
14. Operate a computer using word processing and other business software and other standard office equipment.
15. Organize and confidentially maintain student athlete files.
16. Maintain confidentiality of District and student files and records.
17. Exercise tact and diplomacy in dealing with sensitive or confidential issues regarding student athletes.
18. Establish and maintain effective working relationships with athletic department administration, LBCC coaches, students, visiting teams, local healthcare professionals, emergency medical personnel and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in physical therapy or physical education with an emphasis in athletic training or a closely related field; and at least one year of progressively responsible experience in the conditioning and treatment of student athletes; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Current, valid certification as an Athletic Trainer, Certified by the National Athletic Trainers Association.

Current, valid CPR and First Aid certification.

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is required to stand and walk. The employee must regularly lift and/or move up to 100 pounds and frequently over 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with athletic department administration, LBCC coaches, students, visiting teams, local healthcare professionals, emergency medical personnel and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts and equipment, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, ultraviolet radiation, and risk of electrical shock. The noise level in the work environment is frequently loud.