



CERTIFIED ATHLETIC TRAINER JOB DESCRIPTION

TITLE:	High School/Middle School Athletic Trainer
REPORTS TO/EVALUATED BY:	Athletic Director
GENERAL RESPONSIBILITIES:	Responsible to practice the prevention, care and rehabilitation of injuries incurred through athletic participation with the use of physical modalities, providing coverage for high school and middle school athletic programs and assisting the athletic director in the daily operation of the athletics department.
EDUCATION:	Bachelor's degree required; Master's degree preferred.
CERTIFICATION REQUIREMENTS:	Maintain current certification and continuing education requirements as set forth by the National Athletic Trainers' Association Board of Certification, state licensure in accordance with the Arizona Board of Athletic Training, and CPR/Emergency Cardiac Care.
CONTRACTED BY:	School Board for one year.
SUPERVISES:	Students

SECTION 1 – Required Personal Qualities

1. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Respectfully submits and is loyal to constituted authority.
4. Notifies the supervisor/administrator of any policy he/she is unable to support.
5. Refuses to use or circulate confidential information inappropriately.
6. Places his/her ministry at PC ahead of other jobs or volunteer activities.
7. Appreciates and understands the diversity of the Phoenix Christian community.
8. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration.
10. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
11. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.
12. Uses acceptable English in written and oral communication.

Section 2 – Required Spiritual Development

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.
5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
7. Motivates students to accept God's gift of salvation and help them grow in their faith.
8. Leads students to a realization of their worth in Christ.
9. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
10. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Section 3a – Essential Athletic Training Duties and Responsibilities (Other duties may be assigned, as necessary, by the Athletic Director)

1. Establish an effective athletic training program for high school and middle school athletes that has a focus on the prevention of athletic injuries and/or illnesses.
2. Administer a program to provide for emergency care, treatment, and rehabilitation of injured high school and middle school athletes in compliance with National Athletic Trainers' Association guidelines.
3. First aid and emergency care and weekday practices.
4. Be present at home athletic contests and on-site for practices.
5. Travel to all varsity football games and regional and state tournament games in all sports, as scheduled by the athletic director.
6. Maintain records on athletic injuries, physician referrals, and daily treatments administered, filing necessary reports associated with athletic injuries and/or incidents.
7. Assist and advise the Physical Education/Health and coaching staff regarding injury prevention, conditioning programs, and the selection, care and fitting of protective equipment
8. Conduct in-service programs for the coaching staff in the care and prevention of athletic injuries.
9. Initiate and administer a student trainer program, including instruction and supervision in first aid techniques, protective taping, wraps and dressings, and use of therapeutic modalities.
10. Responsible for the organization, inventory, and requisition of all training room supplies.
11. Submits an annual budget for all first aid and medical supply needs for the year.
12. Provides classroom coverage in case of campus declared emergency.
13. Coordinates annual athletic physical examinations.

14. Maintains a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
15. Equips each team with appropriate medical equipment.
16. In conjunction with the coach(es) the certified athletic trainer will:
 - a. Develop and follow guidelines and emergency care procedures.
 - b. Ensure that an emergency medical plan is in place for each sport and that coaching staff members and event administrators are educated regarding these plans.
 - c. Counsel athletes and their parents in seeking proper medical assistance for follow-up care and/or surgery.
 - d. Advise coaches when an athlete may return and to what extent participation in practice or games following injury or illness
 - e. Assist in evaluating and implementing sport specific conditioning programs and methods.
 - f. Assist in creating a safe playing environment by monitoring and controlling environmental risks.
 - g. Share professional literature relative to athletic training with coaching staff members.
 - h. Conduct instruction and/or ensure that all coaches have appropriate training/certification in first aid and CPR procedures.
17. Provides coaching staff, athletic director and registrar with a list of athletes medically eligible to compete under Phoenix Christian and AIA rules and regulations.
18. Performs other duties as assigned or required. This may include but is not limited to: assisting with internal and external athletics department communications, preparing for and/or cleaning up from athletic department hosted events, administrative supervision of athletic related events.

Section 3b - MS/HS Health Aid Responsibilities

1. Works daily in the role of the health aide for middle school and high school students.
2. Takes initiative to care for injuries / illness that arise throughout the day.
3. Manages health office supplies and gets approval from finance office before placing yearly order.
4. Documents injuries and illness via Facts/Renweb portal and communicates with parents/guardians as appropriate.
5. Provides health notices for communicable illness as appropriate (Strep, Lice, Stomach Illness, Pink Eye)
6. Manages prescription and nonprescription medication for students, maintaining a stock of general over-the-counter medications as appropriate.

Section 4 – Professional Conduct

1. Attends and participates in scheduled devotional, in-service, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
2. Cooperates with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
3. Knows the procedures for dealing with an emergency issue.
4. Informs the administration, in a timely manner, if unable to fulfill any duty assigned.

5. Provides input and constructive recommendations for administrative and managerial functions in the school.
7. Supports the broader program of the school by attending extracurricular activities when possible.
8. Utilizes educational opportunities and evaluation processes for professional growth.
9. Supervises extracurricular activities, organizations, and outings as assigned.
10. Provides current transcript, certification, and endorsement information for the personnel file.
11. Performs other reasonable duties that may be assigned by the administration.