

### ASSISTANT ATHLETIC TRAINER

| **Reports to:**  | Athletic Director | **Position:** | (used only for hourly assignments) |
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| **Dept:** | Athletic | **Range:** | 24 |
| **FLSA:** | Nonexempt/Extended Day | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, assist in the coordination and implementation of a comprehensive sports medicine program for college intercollegiate sports; perform professional and administrative activities in service to student athletes; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

Assistant Athletic Trainer is distinguished from Athletic Trainer in that an incumbent in the former class is the professional entry-level classification, requiring less experience than the latter class.

### ESSENTIAL DUTIES & 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. Assist in carrying out the sports medicine program for the college, including injury preven­tion, evaluation, management, treatment/rehabilitation, educa­tional programs and counsel­ing for student athletes.
2. Provide athletic training support to the college's Athletic Department, including attendance at scheduled team practices and home competitions as necessary.
3. Assist with physical examinations and medical referrals for student athletes to determine their ability to practice and compete.
4. Work in conjunction with Athletic Department staff to ensure safety in the design and imple­mentation of fitness, nutrition and conditioning programs customized to meet individual student athlete needs.
5. Establish and maintain records of athletes for eligibility based on physical examinations; maintain detailed records of injuries, treatment and correspondence with physicians.
6. May assist with athlete insurance claims process; correspond with providers and insurance companies to ensure payment.

### OTHER DUTIES:

1. Evaluate and recommend new techniques and equipment to enhance/benefit the sports medical program.
2. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
2. Methods, practices, terminology and techniques used in athletic training activities, including the prevention of injuries.
3. Principles of anatomy, physiology, kinesiology and nutrition.
4. Symptoms of athletic injuries, applicable treatment and first aid methods.
5. Musculoskeletal rehabilitation protocols and techniques.
6. Physical fitness and conditioning programs related to athletics.
7. Health-related physical fitness and weight programs.
8. Rules and regulations applying to safe equipment operation and medical care; safety policies and safe work practices applicable to the work.
9. Recordkeeping techniques.
10. Applicable sections of the state education code.
11. Familiarity with Pacific Coast Athletic Conference governing rules.
12. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Assist in the oversight of a community college sports medicine program and its athletic training room.
2. Learn, interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
3. Administer advanced first aid, emergency care and physical therapy.
4. Operate a variety of therapeutic equipment and machines.
5. Understand and safely operate modalities used in athletic therapy.
6. Understand and apply various technical directions issued by team physicians.
7. Work independently with little direction.
8. Analyze situations accurately and adopt effective courses of action.
9. Plan and organize work; meet schedules and timelines.
10. Train and provide work direction to others.
11. Work with physically disabled students.
12. Communicate effectively, both orally and in writing.
13. Understand and follow written and oral instructions.
14. Operate a computer and standard business software.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in kinesiology or a related field; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Certification by the National Athletic Trainers' Association Board of Certification.

Certification in First Aid and CPR-AED.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide work direction to student athletic trainers and work-study students.

**CONTACTS:**

District administrators, faculty, staff, students, physicians, parents, other college and community organizations; vendors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical activity with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 35 pounds; ability to work at a computer for extended periods, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily either an office environment (athletic training room facility) or athletic event locations; frequently conduct events in an outside environment during possible inclement weather, expo­sure to dust, dirt, heat, cold, fumes, steam, moisture, noise, etc.; subject to frequent interrup­tions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorize facility with occasional evening, week­end and/or holiday hours required on an as-needed basis.