



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

TEMPORARY LEAVE REPLACEMENT

ATHLETIC TRAINER

QUALIFICATIONS:

1. Holds valid New Jersey Teacher's Certification or Certificate of Eligibility and/or holds valid Certificate from Department of Education – Educational Services.
2. Holds valid Athletic Trainer Certification or New Jersey License of Eligibility.
3. Has demonstrated minimum of one year successful experience as an athletic trainer or in a similar capacity.
4. Possesses organizational, human relations and decision-making skills.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Athletics

JOB GOAL: To assume responsibility for the care, treatment and prevention of athletic injuries under the supervision of the team doctor or referring physician. He/she is responsible for all students/athletes involved in the interscholastic athletic program and for working with the coaches to ensure that all students/athletes are provided or referred for the proper medical care and treatment.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Operates within the limitation of his/her license and abilities.
 - b. Administers first aid when necessary and/or arranges for medical care.
 - c. Works closely with all coaches with respect to conditioning, first aid, reconditioning after injuries, and providing for the well being of all athletes in the program.

- d. Applies protective or injury-preventive devices, such as strapping, bandaging or braces.
- e. Counsels and advises athletes and coaches on matters pertaining to conditioning and training, such as diet, rest and rehabilitation.
- f. Advises coaches when an athlete may return to his/her activity and to what level.
- g. Works cooperatively with and under the direction of the physician with regard to:
 - Carrying out the instructions with regard to the treatment of athletic injuries.
 - Reconditioning procedures.
 - Operation of therapeutic devices and equipment
 - Fitting of braces, guards and other devices.
 - Referrals to the physician.
- h. Works cooperatively with the school nurse regarding the filing of accident reports.
- i. Supervises the training room including:
 - Establishing rules, regulations and procedures in the training room.
 - Keeping the room in an orderly and sanitary state.
- j. Makes available medical kits for each in-season team and supplies and re-supplies items contained in the kit as necessary.
- k. Attends practice sessions and games. When a conflict between contests presents itself, the athletic trainer should attend the home contest unless advised otherwise by the athletic director.
 - Attends all home athletic contests.
 - Attends all varsity football games.
 - Attends tournaments and athletic contests at the discretion of the director of athletics when a trainer is not provided by the host school.
- l. Submits an annual budget to the athletic director and orders all supplies and equipment necessary in accordance with district procedures.
- m. Teach two health/athletic training classes.

2. Student Management

- a. Supervises and, when necessary, instructs student trainers and staff under his/her jurisdiction.
- b. Maintains accident reports and records of injuries.

3. Professional Development

- a. Keeps informed about the latest equipment and information in the field of sports medicine and maintains his/her certificate status.
- b. Participates in continuous study and research and attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Advises parents in relation to the athlete's care and injuries.
- b. Serves as liaison with the school nurse.
- c. Interprets the athletic training program to the administration and staff.
- d. Facilitates effective student, staff and community communications about the athletic training program.

5. Other Duties

Performs such other tasks and assumes such other responsibilities as the athletic director may assign.

TERMS OF EMPLOYMENT: Ten-month year. Salary to be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provision of the Board's policy on the Evaluation of Professional Staff.

SOURCE: Regular Board Meeting

DATE: January 23, 2008