

Seward County Community College
Structured Compensation - Job Description
Assistant Athletic Trainer

Data Year: 2018

Prepared On: 10/03/2018

Department:	None	Grade:	12
Reports To:	Director of Athletic Training, Fitness and Wellnes	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	C Donovan/M Davidson	Effective Date:	10/01/2018
		Revised Date:	10/03/2018

Role:

Position works closely with the Director of Athletic Training, Athletic Director, coaches, student athletes, and physicians regarding the prevention, evaluation, management, and rehabilitation of all injuries related to participation in various athletic programs. Instruction of 9 credit hours per year. A flexible work schedule and travel, including overnight stays, is required.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 25% | Maintain the athletic training facility and provide appropriate injury prevention and management with regards to all student athletes and spirit squad members |
| E | 25% | Provide appropriate injury/illness evaluations and make appropriate medical referrals; develop and supervise rehabilitation/reconditioning activities. |
| E | 25% | Instructs classes as assigned; recruit, educate, and supervise student athletic training staff |
| E | 10% | Collects and maintains pre-participation physical examinations, insurance information and associated forms on all student athletes; spirit squads. |
| E | 10% | Maintain accurate injury reports and injury management records. |
| E | 5% | Assist the Director of Athletic Training, Fitness & Wellness with the organization, purchase, and maintenance of the required supplies, equipment and inventory. |

Performance Measurements:

1. To commit time for the care and prevention of injuries.
2. To evaluate injuries and perform proper treatment and establish a regime of rehabilitation.
3. To develop a professional relationship with health care providers.
4. To develop and maintain a professional relationship with those responsible for the personal welfare of the student athlete.
5. To maintain a professional appearance and attitude while representing the sports medicine department, athletic department, and college.
6. To maintain confidentiality of student athlete records.
7. To finalize outstanding injury records at the end of each academic year.
8. To provide end of the year inventory supplies and equipment.

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9. To maintain a valid driver's license.
10. To perform additional duties as assigned.

Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	Bachelor's degree in athletic training or related field; a master's degree in a related field preferred. Successful completion of the National Athletic Trainers' Association Board of Certification exam is required. Licensure, or eligibility to apply, with the Kansas State Board of Healing Arts required. Professional Rescuer CPR Certification required; CPR/ First Aid Instructor preferred
Interpersonal Skills	Requires excellent interpersonal and organizational skills; effective verbal and written communication skills; a thorough working knowledge of sports medicine and related injuries. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.
Other Skills	<p>Knowledge:</p> <p>Working knowledge of concussion testing programs, experience in using Microsoft Office applications, and the ability to learn additional software packages the college may acquire.</p> <p>Skills:</p> <p>Requires excellent interpersonal and organizational skills; effective verbal and written communication skills; a thorough working knowledge of sports medicine and related injuries. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job</p> <p>Abilities:</p> <p>Requires excellent interpersonal and organizational skills; effective verbal and written communication skills; a thorough working knowledge of sports medicine and related injuries. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and will vary accordingly to duties and responsibilities.</p> <p>Sitting for a period of 2 hours at one time with a total of 2 hours Standing for a period of 2 hours at one time with a total of 4 hours Walking for a period of 2 hours at one time with a total of 2 hours Lifting up to 5-100lbs frequently Carrying up to 5-50lbs frequently and up to 100 lbs occasionally</p>

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Repetitive Action: use of right and left hand for simple grasping; pushing and pulling; and fine manipulation

Bending, squatting, climbing, and reaching above shoulder level frequently and crawling occasionally

Individual will be around moving machinery; be exposed to marked changes in temperatures and will drive automotive equipment.

Individual will be exposed to dust, fumes, and gases during field and court maintenance.

Keyboarding up to 2-3 hours per day.

Work Environment Environment is variable depending on duties and responsibilities.

Typical office environment occasionally

Overnight trips for games and recruiting required.

Performs physical activities requiring considerable use of arms and legs and moving of whole body.

Exposure to outdoors weather conditions, such as wind, heat, cold, dampness, etc.

Exposure to indoor conditions may involve heat and high noise levels.

Frequently carrying 10 gallon water coolers and ice chests to dugouts and facilities.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature