

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

## JOB DESCRIPTION

### POSITION

CERTIFIED ATHLETIC TRAINER  
UNREPRESENTED

### DEFINITION OF POSITION

Under the supervision and direction of the high school Principal, and in collaboration with the Athletic Director, the Certified Athletic Trainer organizes and maintains a high school athletic training facility. This position is required to provide a wide range of prevention and treatment services for student athlete injuries. This includes rehabilitation, follow-up evaluation, reconditioning, education, and guidance with specific instruction from, team physician, and/or consulting physician. The Certified Athletic Trainer provides information, in-service and guidance to coaches and faculty. They maintain office hours at the high school to promote the prevention and care of athletic injuries. The position requires flexible scheduling of work hours to accommodate athletic events.

### EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Injury prevention - Creates and supervises pre-season, in-season, post-season, and off-season conditioning programs to assist student-athletes in gaining and maintaining maximum physical conditioning.
- Injury recognition and evaluation – Determines the extent of possible injuries through injury site palpitations, examinations of range of motion, muscle strength, joint flexibility and neurological function.
- Injury management/treatment and disposition – Administers proper emergency care and makes prompt, appropriate medical referrals.
- Injury rehabilitation – Under direction of a physician, carries out treatment regimens using a variety of therapeutic methods, supportive procedures, and other techniques to aid recovery.
- Supervise and evaluate athletic programs in regards to the reintegration of injured athletes.
- Work with Athletic Directors to supervise and evaluate the effectiveness in coaching approaches.
- Program organization and administration – Organizes an effective athletic training program including detailed aspects of record keeping and facility upkeep. Recommends purchase of supplies and equipment for running the training program. Recommends procedures to be carried out for daily operation of the training room.
- Education - Education for coaches, parents, teachers, student-athletes, and other persons involved in the care of the student-athlete, conducting baseline testing, communication regarding concussion to the appropriate parties (teachers, parents, coaches, etc.), referral and communication with medical professionals trained in the management of concussions (physicians, neurologists, neuropsychologists, etc.) and follow-up and return to play and return to the classroom coordination. Instruct athletes about aspects of their conditioning practices. Provides information on athletic training topics to coaches, faculty and the community.
- Other related duties as assigned.

### DESIRABLE QUALIFICATIONS

*Knowledge of:*

- Principles of anatomy, physiology, kinesiology, diet and nutrition.

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

- Diagnostic signs and symptoms, and related treatment of various injuries including concussion care.
- Principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures including Cardio-Pulmonary Resuscitation (CPR)
- Safety guidelines and regulations in athletic and therapeutic activities.
- Sports injury record keeping and privacy laws.
- Disinfectant techniques.
- Taping, bandaging and therapeutic techniques.
- Appropriate safety precautions and procedures.
- Rules and policies of North Coast Section (NCS), California Interscholastic Federation (CIF) and National Athletic Trainers Association (NATA) for care and prevention of athletic injuries and conditions.
- Policies and regulations of the school district that apply to athletics and student behavior.

## *Ability to:*

- Exhibit positive leadership skills, good sportsmanship and personal and professional integrity.
- Maintain good communication with the school administrators, the athletic director, coaches, district administrators, students, parents, and allied health professionals.
- Demonstrate good rapport with coaches and staff of other schools and athletic officials.
- Assume responsibility for supervising students.
- Communicate effectively both orally and in writing.
- Understand and implement technical orders issued by treating physicians.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Maintain strict confidentiality of student information and school business.
- Meet schedules and timelines.
- Administer computer-based concussion baseline test to student-athletes.
- Act in a professional and positive manner.
- Establish and maintain cooperative and effective working relationships with others.
- Use tact, patience, and courtesy.

## **EXPERIENCE/EDUCATION**

- Bachelor's degree from a four-year college or university that satisfies the qualifications for the Board of Certification for Athletic Trainers.
- A Masters Degree (in athletic training – kinesiology –education-related health care field) or acceptance into or making reasonable progress in a similar Masters Degree Program is desirable.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Bend at the waist to tape and lift;
- Stand and walk for extended periods of time;
- Kneel or crouch to assist students;
- Reach overhead, above shoulders, and horizontally;

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

- Dexterity of hands and fingers to operate athletic equipment and tape students.
- Frequently lift, carry, push, pull, or otherwise move objects that weigh 50 pounds.

## **WORKING CONDITIONS**

- Indoor and outdoor working environment
- Typically a school facility such as a locker room, gymnasium, field, court, track, pool or course.
- Responsible for taping, supplies, attending coaches meetings as appropriate and proper upkeep of the athletic training room.
- Evening and/or variable hours
- Possible exposure to adverse weather conditions
- Subject to driving a vehicle to a variety of locations to conduct work during day and evening hours.

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications
- Certified by and a member in good standing with Board of Certification for Athletic Trainers
- Valid California Driver's license

BOT 1/17/2023