

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – NON REPRESENTED**

POSITION: ATHLETIC TRAINING ASSISTANT

RANGE: HOURLY

A. PRIMARY FUNCTION

Under the supervision of the Athletic Trainer, to assist the trainer with a variety of district-wide clerical, organizational, and health-related duties.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Assist the Athletic Trainer in the supervision, prevention, evaluation, treatment and care of team athletic injuries
2. Make injury referrals to appropriate medical personnel
3. Maintain appropriate general treatment orders to be reviewed and approved by the Athletic Trainer
4. Recondition and rehabilitate student-athletes upon referral from physicians using appropriate modalities, physical agents and therapeutic devices within the scope of competence
5. Provide the coaches and Athletic Director with a list of athletes medically eligible to compete under district and state rules and regulations
6. Update coaches regularly on the status of injured athletes
7. Act as liaison between family physicians and specialists, the school district, athletes, and their parents
8. Assist with athletic training services for home and away athletic contests under the direction of The Athletic Trainer and/or Athletic Director
9. Supervise student trainers in the athletic training room and school facilities
10. Maintain records and files on all aspects of the athletic training operations
11. Schedule and be present for pre-participation sports physicals
12. Administer first aid and medications to students as approved by a doctor's order
13. Under the general supervision of the school nurse, perform diabetic care as described in the Health Plan and within the employee's scope of training
14. Assist with maintenance of site lists of significant health conditions, student exemptions, and students receiving medication
15. Maintain and update centralized records and materials
16. Order centralized supplies and forms
17. Complete required statistical reports
18. Maintain and monitor supplies for athletic training room, classroom diabetes kits, and field trip first aid kits as necessary
19. Utilize a computer to input, retrieve, file data and text, schedule events, and communicate
20. Other duties as assigned by the Athletic Trainer, Athletic Director, or Administration

C. QUALIFICATIONS

1. A.A. or Bachelor's Degree in Athletic Training, Exercise Science, Kinesiology, Physical Therapy, or a related field required (desired)
2. Current certified NATA member in good standing (desired)
3. Prior experience using methods and aids associated with the prevention, evaluation, care and treatment of athletic injuries for a wide variety of sport required
4. Possession of valid First Aid and CPR Certificates

5. Possession of a valid California Driver's License, proof of current auto insurance coverage, and ability to drive school vans with students to events
6. Ability to travel between sites in a personal vehicle

D. KNOWLEDGE OF

1. CPR and First Aid techniques
2. Health and safety regulations
3. Applicable sections of State Education Codes and other applicable laws
4. Sports and athletically occurring injuries, treatments, and rehabilitation
5. Concussion protocols
6. District organization, operations, policies, and objectives
7. Modern office practices, procedures, and equipment
8. Record-keeping techniques
9. Correct English usage, grammar, spelling, punctuation, and vocabulary
10. Telephone techniques and etiquette
11. Diabetic and other physical care techniques

E. ABILITY TO:

1. Remain calm in stressful situations
2. Analyze situations accurately and adopt an effective course of action
3. Establish and maintain files, records, reports and referrals
4. Understand and follow oral and written directions
5. Meet schedules and time lines
6. Plan and organize work
7. Work confidentially with discretion
8. Communicate effectively both orally and in writing
9. Read, interpret, and follow rules, regulations, policies, and procedures.
10. Perform clerical duties such as filing, copying, typing, and maintaining records
11. Complete work with many interruptions
12. Use a computer to perform clerical tasks and to maintain records
13. Establish and maintain friendly, cooperative, and effective working relationships with all persons contacted in the course of work, including students, staff, and parents
14. Complete assigned work without immediate supervision

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone, sports equipment, and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry supplies and printed materials weighing up to 25 pounds and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment (office, sports medicine room, field, gyms, and between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations

7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead

F. WORKING CONDITIONS

School athletic training room environment and/or athletic venue, subject to standing for long periods of time; bending, crouching, kneeling to assist students from ground level to 5.5 feet above the ground; pushing/pulling; reaching in all directions and working at a computer and/or telephone.

Approved: May 23, 2018