State College of Florida, Manatee-Sarasota
Job Description

Job Title: Head Athletic Trainer
Reports to: Athletic Director
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
To supervise and coordinate the College’s overall sports medicine program, including, but not limited to: injury prevention, evaluation, management, and treatment of athletic injuries, short – term and long-term rehabilitation of athletic injuries, education and counseling of student-athletes, and athletics related health care administration in consultation with and under the supervision of the team Physician(s) and other qualified medical personnel.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Coordinates athletic physicals for student-athletes and determines an athlete’s physical readiness to participate in consultation with team physician.

2. Coordinates Substance Abuse Education and Testing program for all student-athletes. This includes scheduling of tests and dissemination of results with medical review officer.

3. Maintains all athletic training documentation and injury data information, including health insurance claims and documentation.

4. Documents and instructs in the documentation of athletic health care injury record.

5. Provides appropriate rehabilitation plans and follow up care for athletic injuries.

6. Instruct athletes in therapeutic exercise and strength and conditioning programs.

7. Informs student-athletes of important aspects of present condition, including wound care, first aid, and follow-up care.

8. Evaluates athletic injuries and determines appropriate immediate care and long term care of athletic injuries.

9. Assesses athletes’ status in response to treatment and modifies programs as appropriate.
10. Serves as a liaison between coaches, student-athletes, physician, and other members of the sports medicine team.

11. Maintains effective communication with team physicians and informs physician of any necessary documentation.

12. Implements and oversees pre-season, in-season, and post-season strength and conditioning programs.

13. Oversees daily operation, including supervision, or SCF weight room.


15. Assists the Athletic Director and assumes leadership of the Athletic Department in the absence of the Athletic Director.

16. Maintains a current license to practice Athletic Training as set forth by the State of Florida Department of Health. Maintains current certification as an Athletic Trainer by meeting the criteria set forth by the National Athletic Trainers’ Association Board of Certification.

17. Serves as the Co-Chair of College-wide Wellness Committee and serves on other committees as assigned.

18. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

19. Supervises part-time certified trainers, College interns and student workers.

20. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree from four-year college or university, Master’s degree preferred; and one to two years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and
respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Knowledge of injury-tracking, spreadsheet, word processing, email, and College database software.

- **Certificates and Licenses:**
  NATABOC certification required; FL driver’s license; FL Athletic Trainer license required. NSCA certification as a Certified Strength and Conditioning Specialist is preferred.

**Responsibility for People and Property:**
This position is responsible for the supervision of part-time certified trainers, College Interns, and student workers.

This position is responsible for the development, oversight, and monitoring of the training and weight room budgets.

This position is responsible for training room equipment and supplies, treatment modalities, and computer equipment.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with student athletes, students, coaches, and State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has frequent contact with vendors and athletic trainers from other Colleges. This position has occasional contact with parents.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is loud.
**Physical Demands:**
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 frequently required to stand, sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is routinely required to walk, stoop, kneel, crouch, or crawl, and lift up to 100 pounds. The employee is occasionally required to climb or balance and taste or smell. Specific vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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