Title: Athletic Trainer

FLSA Status: 10 mo

Date: 2016-17

Reports to: Athletic Director

Position Purpose
Under the general, technical, and administrative supervision of the Director of Athletics. They are responsible for the oversight of the operations in the athletic training program; enhances the quality of health care to our student athletes and those students engaged in physical activities. The Head Athletic Trainer is also the liaison between and works closely with the Director of the Wellness Center, the Nurses and School Physician on policies, protocols and health care for our students as it relates to athletics. In accordance with established policies and procedures, the Athletic Trainer’s responsibilities include, but are not limited to the following:

Key Accountabilities

Athletic Training Duties

1. Prevention of athletic injuries.
   - Coordinate all aspects of First Aid/CPR certification for coaching staff.
   - Works collaboratively with Strength and Conditioning Coaches on prehab, injury prevention programs as well as assistance in rehab/strength and conditioning.

2. Recognition, evaluation, assessment of athletic injuries.
   - Evaluates injuries and determines whether to refer athletes to an orthopedic physician and/or for emergency care for further treatment or follow standing orders and manage minor injuries.
   - Works under the direction of a licensed physician and in cooperation with other health care workers.

3. Immediate care of injury or illness.
   - During practices and games, assists injured athletes from Madeira.
   - During games, assists injured athletes from opposing schools as needed and follow up with their athletic trainer within 24 hours of injury.

4. Treatment, rehab, recondition of athletic injuries.
   - Supervises the rehabilitation programs of injured athletes.
   - Makes orthopedic appointments and accompany students to appointments (as scheduling allows) to have full understanding and complete and accurate assessment from the doctor.
   - Works with athletes/riders under the supervision of their physicians or the school physician, on developing a treatment and rehabilitation program or supervise the program given by the athlete’s physician.
   - Works in conjunction with the athletes’ physicians or the school physician to determine when an athlete can return to play.
5. **Organization and administration.**
   - Ensures that coaches understand and can retrieve emergency medical information for their athletes.
   - Ensures that all students take the IMPACT test. Provide Concussion information to parents. Conduct seasonal concussion training sessions with coaches and faculty. Conduct Graduated Return to Play protocols for athletes.
   - Before practices and games, provides water, ice, and med kits to teams and athletes, as well as water and ice for opposing teams.
   - After games, sends injury reports via email to Head of School, DOS, Head Nurse, and Athletic Director.
   - Keeps parents and coaches updated on the athlete’s injury and progress throughout the treatment and rehabilitation program. Reporting an injury update to nurses and administrators on a daily basis, sending emails to coaches of injured girls on their progress and potential return to play, emailing and calling parents to explain injuries or to suggest a further assessment of an on-going or lingering injury with a doctor.
   - Maintains accurate records of all injuries, treatment, rehabilitation and referrals.
   - Maintains the training room, training supplies and equipment, first aid kits, and inventory.
   - Proposes yearly budget and equipment needs to the AD
   - Provides an injury report summary to athletic director and Director of the Wellness Center at the end of each school year. Checks with the Athletic Director at the beginning of the year for specific data needed

6. **Student Athletic Trainers**
   - Building a curriculum for Student Athletic training program
   - Supervising and teaching Student Athletic Trainers who receive D block credit

7. **Professional Development and responsibility.**
   - Adheres to NATA guidelines for maintaining current certification and completing continuing education units (CEUs) by the deadlines set by the NATA.
   - Maintains CPR & AED certification for the Professional Rescuer on a yearly basis.

8. **Major Athletic Events**
   - Fall optional and pre-season practices
   - Tournaments hosted by Madeira
   - Pep Rally
   - Athletic Assemblies

9. **Additional Athletic Department Duties:**
   - Oversee and coordinates **Uniform inventory**, distribution, collection and laundering
   - Sit on Athletic Committee and attend Athletic Department meetings
   - Assist athletic department with home game management, facility set up and other duties as needed.

10. **Other Duties**
    - Potential housing on campus and serve as a member of the residential dorm faculty.
- Potential to serve as a student advisor
- Potential to teach in the LAUNCH program for 9th graders
- Attend faculty orientation, faculty staff meetings and end of year meetings
- Attend ASM and CMT meetings
- Assist with the AED, Frist Aid and CPR certification of the entire faculty and staff
- Perform other duties not specifically stated herein but essential to the community of

**Salary and Benefits**
- Salary compensable based on experience
- 15 minutes from Washington, D.C.
- Health/Dental/Life/Retirement benefits

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<th><strong>Position Requirements</strong></th>
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<td><strong>Skills &amp; Knowledge</strong></td>
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<td>- Excellent oral and written communication skills, flexible, diplomatic, cooperative, service-oriented approach</td>
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<td>- Demonstrated professional and personal integrity</td>
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<td>- Exceptional initiative, judgment and problem solving skills</td>
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<td>- Proficiency in basic data management systems and basic computer applications (e.g., Work, Excel, Filmmaker); willingness and ability to learn additional applications as needed</td>
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<td>- Ability to handle sensitive and confidential matters with appropriate discretion</td>
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<td>- Willingness &amp; ability to work flexible work schedule, including occasional evenings &amp; select weekends</td>
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<td>- Appreciation of and commitment to boarding and single sex education, diversity and to serving the needs of a diverse population.</td>
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<td><strong>Experience</strong></td>
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<td>- One-three years of experience in an athletic environment</td>
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<td>- Familiarity with educational institutions, preferably Independent schools</td>
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<td><strong>Education</strong></td>
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<td>- Bachelor’s degree in Athletic Training</td>
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<td>- Equivalent combination of education and/or experience will be considered</td>
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Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.
The Madeira School reserves the right to change any or all content of this job description based on School needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.