



ATHLETIC TRAINER

DEFINITION

Under general supervision, plans, coordinates, and implements comprehensive sports medicine programs for the care, treatment, rehabilitation, and prevention of physical injuries; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Physical Education and Athletics. Exercises no supervision of staff. May provide technical and functional direction and training to less experienced Athletic Trainers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for administering preventative care to athletes to ensure the reduction of injuries, as well as, for providing emergency first aid, triage of injuries, and rehabilitative treatment for sports-related injuries. The incumbent may administer first aid to athletes during practice sessions and sporting events and advises and counsels students regarding injuries and rehabilitation. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, discretion, and initiative. This class is distinguished from the Dean, Physical Education and Athletics in that the latter oversees the entire department, programming, and administration of the District's athletic programs.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Evaluates all initial athletic injuries and recommends, responds to, and performs appropriate medical care to student athletes; communicates diagnoses, medical treatment, and rehabilitation information to student athletes and their parents, as legally required.
- Develops and implements injury management protocols and emergency action plans; renders first aid, immediate injury evaluation, initiates Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED), and activates Emergency Medical Services (EMS) when necessary at practices, hosted events, and required off-campus events.
- Provides athletic injury documentation, injury surveillance, follow-up treatment, and rehabilitation under a physician's direction; manages treatment of chronic athletic injuries; determines and certifies ability of students and athletes to participate in the athletic program.
- Develops and implements therapeutic exercise programs.
- Recommends and implements appropriate preventative measures to avoid athletic injuries, illnesses, and conditions; may develop conditioning programs to reduce risk of injury and illness.
- Organizes pre-participation exams; conducts various screening procedures, including physical exams and assessments.
- Performs and applies preventative taping, wrapping, bracing, and padding of injured areas, as needed, to the student athlete.
- Arranges for transportation, loading, and set-up of medical equipment to event sites.
- Provides reports to coaches and other school personnel and parents on injuries and status of student athletes under treatment.

- Completes insurance claim filing in accordance with college policies; serves as a liaison between physicians, coaches, athletes, and parents regarding athletic injuries and medical insurance claims.
- Orders and inventories athletic training equipment and supplies following a pre-determined budget.
- Arranges for physician and/or ambulance coverage at games when required.
- Maintains all forms, reports, and medical records related to athletic injuries, rehabilitation, and clearance.
- Maintains working areas in a clean and sanitary condition.
- May oversee and provide work direction to student workers, interns, and less experienced Athletic Trainers.
- Attends seminars, conferences, and other meetings in order to maintain status and certification and to keep up-to-date on legislation and trends affecting the job area.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Develops and revises the college's policies and procedures in relation to pre-participation requirements, injury evaluation and management, and emergency action plans.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current foundations, principles, techniques, and practices of athletic and sports trauma, evaluation, prevention, minimization, treatment, and rehabilitation.
- Principles and theories of biology, anatomy, physiology, exercise physiology, and biomechanics.
- Equipment used in the prevention, evaluation, and therapeutic and rehabilitative care of athletic injuries and illnesses.
- Athletic equipment used in training and competitive sports.
- Principles and practices of taping and bracing for the prevention of injuries.
- Rehabilitation and reconditioning of athletic injuries to minimize the risk of re-injury.
- Injury referral methods to appropriate medical professionals.
- Healthcare administration, including medical record keeping, documentation, and reporting of injuries, within Health Insurance Portability and Accountability Act (HIPAA) guidelines, writing of policies and procedures, and budgeting.
- Health conditions and illnesses related to athletic participation and sports.
- Basic first aid and CPR and operation and use of an AED.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Plan, coordinate, and implement a comprehensive athletic training/sports medicine program.
- Apply the principles of taping and bracing for prevention of injuries.

- Evaluate and assess the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs and modify these programs to meet individual needs.
- Effectively operate and supervise the use of a variety of exercise and conditioning equipment such as free weights, nautilus and universal machines, ergometers, and treadmills.
- Effectively administer therapeutics and first aid to injured student athletes.
- Act decisively and prudently in emergency and life-threatening situations.
- Establish, maintain, and organize medical insurance, treatment, and injury records and reports.
- Perform basic first aid and CPR and utilize an AED.
- Train and direct student interns and student assistants.
- Interpret, apply, and explain applicable college policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A bachelor's degree (applicable to candidates with BOC certification obtained prior to 2022) **or** a master's degree (applicable to candidates with BOC certification obtained in 2022 or later) in kinesiology, physical education, health, pre-medicine, biology, or a related field; **AND**
- A minimum of three (3) years of experience in an athletic training environment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, and ability to maintain, certification from the Board of Certification.
- Possession of, and ability to maintain, membership with the National Athletic Trainers Association Certification.

PHYSICAL DEMANDS

Must possess mobility to work in an athletic training facility and in the field and use standard office and medical, therapeutic, and physical therapy apparatus and equipment, including a computer; to operate a motor vehicle and to visit various college and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the mobility, physical strength, and stamina to respond to emergency situations, provide injury and illness care, and use all medical, therapeutic, and physical therapy apparatus and equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, as well as, to set up and manipulate modalities, tape, and apply splints and to operate the equipment mentioned above. Positions in this classification frequently bend, stoop, kneel, reach, climb, run, and walk on uneven

surfaces to provide medical care; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in typical office as well as outdoor environments and are occasionally exposed to loud noise levels, wet weather conditions, cold and/or hot temperatures, chemicals, dust, fumes, and allergens. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire.

Salary Grade: C1-55

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021; **Revised:** December 2025