

# BARSTOW COMMUNITY COLLEGE DISTRICT

## JOB DESCRIPTION

### POSITION: ATHLETIC TRAINER/INSTRUCTOR

#### POSITION SUMMARY

Under the direction of the college Athletic Director, the Athletic Trainer/Instructor assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries, and teaches within the physical education curriculum where appropriate.

#### DUTIES AND RESPONSIBILITIES

- Teaches courses in physical education, health, or allied health.
- Prepares written policies and procedures in collaboration with the team physician regarding emergency management, treatment and reconditioning of injuries for athletes including an annual review and update of established programs as necessary.
- Oversees, directs, and schedules the day-to-day activities of the athletic training staff; including the recruitment, guidance, training, and evaluation of student athletic training interns in the performance of their duties.
- Inspects and evaluates dressing rooms, showers, playing fields, and athletic equipment to reduce hazards.
- Administers first aid and emergency medical care including lifesaving procedures to student athletes. In the absence of the team physician, makes decisions concerning the ability of the injured athlete to participate.
- Administers the use of rehabilitation equipment and operates related therapeutic modalities as directed by the team's physician.
- Cares for college athletic teams at home and away competition.
- Refers injured students to the team physician or appropriate medical facility as necessary.
- Maintains accurate and detailed injury and treatment reports about student athletes.
- Maintains treatment room equipment in clean and orderly condition.
- Prepares a budget for athletic first aid medical supplies and equipment for approval by the Athletic Director.

- Facilitates communication between athletes, coaches, parents, administration, and community concerning the health and physical status of athletes.
- Instructs student athletes about aspects of injuries, reconditioning programs, and nutrition.
- Serves on college committees and performs other types of service to the college as directed.
- Performs work related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Methods, practices, terminology, and techniques used in athletic training activities, including the prevention of injuries.
- Principles and practices of training and providing work direction.
- Policies, procedures, and objectives of physical education and athletic programs.
- Advanced principles of anatomy and physiology. Symptoms of athletic injuries, applicable treatment, and first aid methods.
- Various types of therapeutic treatment, equipment, and conditioning programs.
- Rules and regulations applying to safe equipment operation and medical care.
- Oral and written communication skills.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Community college teaching.

### **Ability to:**

- Operate a personal computer, calculator, and standard office equipment.
- Operate rehabilitation equipment and modalities.
- Develop and implement a program for the prevention of injuries to athletes.
- Administer first aid and emergency care.
- Treat injuries and provide reconditioning according to authorized medical directions.

- Prepare budgets for first aid, medical supplies, and equipment for approval by the vice president.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others including athletes, coaches, parents, doctors, and professional associations.
- Understand and work within the scope of authority.
- Maintain records and prepare reports.
- Utilize word processing and database software applications.

### **MINIMUM QUALIFICATIONS**

Master's degree in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR Bachelor's degree in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration or physical therapy.

- Valid California Drivers License with a safe driving record.
- Current first aid, CPR certifications.
- Certification by an organization recognized by the National Commission on Health Certifying Agencies and the American Medical Association.

### **CONDITIONS OF EMPLOYMENT**

This is a full-time tenure track, ten-month contract position. Placement on the Certificated Salary Schedule is commensurate with education and experience. Full-time instructors are employed for a basic work week averaging forty hours to comprise lecture hours or equivalent, office hours, unscheduled teaching-related hours, and other professional duties as assigned.

Board approved: 11/13/03