

ATHLETIC TRAINER

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, the Athletic Trainer assists the team physician with injury prevention, recognition, evaluation, and care for student-athletes. The incumbent provides first aid and emergency care, treatment of injuries, and follow-up management and rehabilitation according to medical directions, standard medical practices, and team physician guidance.

BASIC FUNCTION: Positions in this classification perform highly technical tasks requiring advanced knowledge and specialized skills in athletic health care, injury management, and rehabilitation. The incumbent supports the delivery of comprehensive athletic training services, ensuring student-athlete health and safety in compliance with National Athletic Trainer' Association (NATA), California Community College Athletic Association (3C2A), Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and institutional policies.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

1. Provides an effective and efficient program of first aid, emergency care, injury prevention, and preconditioning for student-athletes in collegiate sports activities.*
2. Recognizes and evaluates injuries to determine appropriate medical care using proper emergency care procedures and equipment.*
3. Coordinates athletic training coverage for practices and athletic events (home and away), according to the nature of the sport and potential for injury.*
4. Assists the team physician in the organization and processing of pre-participation health screenings, physical examinations, and doctor referrals.*
5. Identifies and protects pre-existing physical conditions that may predispose student-athletes to injury; assists in developing and implementing injury prevention programs.*
6. Designs, fabricates, fits, and applies taping, wrapping, and protective devices to prevent injury.*
7. Monitors environmental conditions such as temperature, air quality, and lightning during practices and competitions to ensure athlete safety and compliance with 3C2A bylaws.*
8. Advises coaches and staff on potentially hazardous conditions to ensure safe participation.*
9. Develops therapeutic and exercise criteria for the return of injured student-athletes to full participation.*
10. Evaluates and applies appropriate rehabilitation techniques and therapeutic modalities.*
11. Maintains student-athlete health records in accordance with HIPAA and 3C2A regulations.*
12. Inspects facilities and equipment for safety and reports findings to appropriate personnel.*
13. Acts as a liaison between student-athletes, coaches, and medical professionals.*
14. Travels to off-site games and athletic events.*
15. Advises coaches and athletes regarding diet, hydration, exercise, and injury prevention.*
16. Recommends conditioning and training programs to enhance strength, endurance, flexibility, and coordination.*
17. Reviews previous injuries and assesses readiness for participation.*
18. Operates computers to perform data entry, email, and recordkeeping functions.*
19. Provides ongoing communication with coaches regarding the health status of student-athletes.*
20. Develops and maintains written emergency action plans (EAPs), policies, and procedures in alignment with NATA and 3C2A standards.*
21. Directs the Athletic Training Student Internship Program, including selection, scheduling, training, and competency assessment.*
22. Instructs Athletic Training Student Interns in clinical skills, professional communication, and ethical conduct.*

23. Provides education on health-related topics such as nutrition, substance abuse, and injury prevention; refers students to specialists as needed.*
24. Purchases and maintains equipment and supplies; assists with budgeting and facility upkeep.*
25. Maintains confidential medical and program records in accordance with District policy.*
26. Participates on District and College committees as assigned.*
27. Performs other related duties that support the overall objective of the position.*

MINIMUM QUALIFICATIONS

EDUCATION/TRAINING/EXPERIENCE:

- A Bachelor's degree in physical therapy, physical education with an emphasis in athletic training, or a closely related field, and two (2) years of increasingly responsible experience in the conditioning and treatment of student-athletes.
- Candidates graduating after 2022 must possess a master's degree in physical therapy or physical education with an emphasis in athletic training or a closely related field, and two (2) years of increasingly responsible experience in the conditioning and treatment of student-athletes, or an equivalent combination of training and experience.
- Experience is evaluated based on a verifiable 40-hour work week; prorated part-time experience may be accepted.
- Or, any combination of education and experience which would provide the required qualifications for the position.

DESIRABLE QUALIFICATIONS

- Two Years of post-graduate experience with a master's degree in athletic training, physical therapy, physical education, sports medicine, or related discipline.
- Experience in a university athletics program.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Current, valid certification as an Athletic Trainer, Certified (ATC) by the National Athletic Trainers Association Board of Certification (NATA-BOC).
- Employee must remain in good standing with the NATA and fulfill the continuing educational requirements to maintain BOC certification throughout duration of employment with the District.
- Possession of or ability to obtain and maintain a valid California driver's license and insurability under the District's vehicle insurance policy.
- Valid cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) certificate (BLS or equivalent) prior to employment.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Health Insurance Portability and Accountability Act (HIPAA)*
- Family Educational Rights and Privacy Act (FERPA).
- Principles and practices of first aid, CPR, AED, physiology, anatomy, kinesiology; therapeutic techniques; principles, techniques and theories involved in the conditioning of athletes and in the prevention, treatment, and reduction of athletic injuries.
- Human anatomy, physiology, and biomechanics.
- Methods, principles and equipment used in physical rehabilitation, training, conditioning, and

therapeutic exercise.

- Prevention and care of sports injuries.
- Principles and techniques of injury evaluations, identification, and emergency healthcare assessments.
- Public health agencies and local health care resources available to student athletes.
- Appropriate safety precautions and procedures in an athletic team environment.
- Current modalities used to maximize recovery from and/or the prevention of injuries.
- Recognition and evaluation of athletic injuries.
- Principles, practices, equipment, methods and the basic theory involved in modern practices of an athletic training service program.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures.
- Learn, interpret, and successfully apply policies, procedures, rules and regulations related to the area of assignment.
- Work with both the men's and women's athletic programs.
- Administer preventative, therapeutic, and rehabilitative treatment to student-athletes safely and effectively.
- Prepare and maintain reports, health records, and inventory sheets accurately and with confidentiality.
- May assist in monitoring training and conditioning programs.
- Analyze and identify student athlete injuries and apply an appropriate course of action.
- Operate a variety of medical diagnostic and physical therapy equipment.
- Ensure compliance with established federal, state, and District program performance standards and protocols.
- Prepare clear, concise, and accurate records, correspondence, and other written materials.
- Operate a computer using word processing and other business software and standard office equipment.
- Organize and confidentially maintain student-athlete files.
- Maintain confidentiality of District and student files and records.
- Provide emergency care.
- Apply therapeutic and protective bandaging, wrapping, and padding to student-athletes, as needed.
- Understand and follow physician's prescriptions and instructions.
- Identify, recognize, and evaluate a variety of symptoms and injuries.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Work independently and apply good judgment.
- Understand and carry out verbal and written instructions and directions.

- Effectively communicate both verbally and in writing.
- Work with diverse populations.
- Establish and maintain cooperative and effective working relationships with those contacted during the course of work.

RELATIONSHIPS WITH OTHERS

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned dean or other administrative supervisors. Supervision is provided regarding interpretation and application of 3C2A, District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by 3C2A guidelines, NATA Standard Practices, the Team Physician, the District, college and/or departmental procedures, policies, and directives. The incumbent may provide work direction to student workers, interns, and short-term, temporary employees.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required stand for long periods of time, sit, and/or walk, speak or hear, both in person and by telephone. Use hands repetitively to handle, feel or operate standard office equipment; reach with hands and arms; and often lift and carry medium-to-heavy weight objects 75 pounds or more for long distances and time durations, must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works in indoor and outdoor environments including gyms and athletic fields with constant interruptions from student athletes, students, faculty, and staff.

- **Working Conditions**

The incumbent is subject to work in sports medicine facilities and athletic venues; Incumbents will be subject to driving to conduct work and must be able to react to emergency situations in various locations and are subject to exposure of bodily fluids and other communicable diseases. Work is performed indoors and outdoors in a variety of weather conditions.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.