

## SUPERVISOR, ATHLETIC TRAINING

### GENERAL DESCRIPTION OF CLASS

Under the direction of the assigned administrator the Supervisor, Athletic Training provides sports medicine/athletic training services to the Butte College Intercollegiate Athletic Program. This position will have oversight of the athletic training room and staff, including direct oversight of full-time athletic trainers along with the strength and conditioning program.

**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 \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Provides direct supervision to professional and skilled technical staff at the entry and intermediate levels, ensuring effective guidance and support in daily operations.\*
2. Serves as an advisor to the unit and administration, establishing team goals and objectives to drive operational success.\*
3. Applies professional expertise to analyze and resolve complex issues, interpreting policies related to fiscal management, human resources, contracts, grants, and resource allocation.\*
4. Exercises sound judgment within established policies and procedures to determine the most appropriate course of action.\*
5. Performs comprehensive supervisory duties, including assigning tasks, developing staff performance goals, mentoring and training employees, approving schedules and leave, contributing to performance evaluations, and recommending performance improvement plans or disciplinary actions in collaboration with administration and Human Resources, in accordance with collective bargaining agreements.\*
6. Delivers emergency medical care and athletic training services, including injury prevention, assessment, treatment, and rehabilitation, for assigned intercollegiate athletic teams during home and away events and practices.\*
7. Maintains thorough documentation of athletic injuries, including causes, treatment plans, rehabilitation progress, and external referrals.\*
8. Coordinates medical referrals and communication with physicians and healthcare providers to ensure timely and effective treatment.\*
9. Leads injury update meetings with coaching staff, providing clear overviews of student-athlete injuries and related practice schedules.\*
10. Ensures that all staff maintain current licensure and certifications as required by professional and institutional standards.\*
11. Oversees the daily operations, upkeep, and improvement of the assigned athletic training facility, ensuring all equipment is safe and fully operational.\*
12. Evaluates the work of assigned staff for accuracy, effectiveness, and adherence to departmental standards, offering guidance and support as needed.\*

13. Manages staffing schedules to ensure consistent delivery of high-quality healthcare services to Butte College student-athletes.\*
14. Collaborates with the Director of Kinesiology and Athletics to assign sports coverage and event responsibilities to physicians, staff, and student athletic trainers.\*
15. Contributes to the development of annual budget proposals for assigned training facilities, ensuring alignment with departmental needs and goals.\*
16. Organizes, plans, and recruits qualified medical professionals to support student-athlete physical examinations.\*
17. Leads efforts to recruit and develop student athletic trainers, fostering growth in clinical experience and professional skills.\*
18. Establishes and maintains strategic partnerships with local healthcare providers, physicians, and the Butte College Health Center to support student-athlete care.\*
19. Supports athletic department fundraising initiatives through planning, promotion, and active participation in development efforts.\*
20. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
21. May serve on a variety of District committees as requested.
22. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- Bachelor's degree in athletic training, physical therapy, physical education, sports medicine, or related discipline; **AND**
- Board of Certification for Athletic Trainers (BOC); **AND**
- Two (2) years of experience directly related to the duties and responsibilities of this class.

\*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

**DESIRED QUALIFICATIONS:**

- Master's degree in athletic training, physical therapy, physical education, sports medicine, or related discipline

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

- National Athletic Trainers Association (NATA) Board of Certification (BOC) Certification. 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.
- Valid cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) certificate (BLS or equivalent) prior to employment.
- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Will 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.
- 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.
- Knowledge and understanding of 3C2A and NCAA rules and regulations regarding compliance issues.
- High level of communication skills and ability to work well with staff, student-athletes, physicians and parents.
- Ability to perform adequate and competent evaluations in regard to health status of student-athletes.
- Management and leadership skills.
- Human anatomy, physiology, and biomechanics.
- Methods, principles and equipment used in physical rehabilitation, training, conditioning, and therapeutic exercise.
- Prevention and care of sports injuries.
- Familiarity with electronic medical records systems for documenting injuries and treatment.
- 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.
- Monitor training and conditioning programs.
- Assist with analyzing and identifying student athlete injuries and applying 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 direction.
- 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 incumbent in this class provides supervision, work direction, and/or guidance to assigned managers, staff, student workers, student assistants, and/or short-term, temporary employees. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of 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 the District, college and/or departmental procedures, policies, and directives.

**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 to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 50 pounds. 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 accommodation 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

Class Code: U323.100

Salary Range – MSC 13 Exempt

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.