



Job Title: Certified Athletic Trainer

Department: Athletics
Reports To: Coordinator of Sports Medicine
Grade: BG-05
Number of Days: 226
Security Access: Site access
Current Date: 4/23/2015
Overtime Status: Exempt

Position Summary: Provide athletic training services to high school and junior high student athletes in Tulsa Public Schools as well as employees of the district. Is a clinical site preceptor for athletic training students from the collegiate/university level as needed.

Minimum Qualifications:

- Bachelor’s Degree from an accredited college or university
- Athletic Trainer’s Certification by the National Athletic Trainer’s Association Board of Certification (NATABOC)
- Licensed Athletic Trainer in the State of Oklahoma (LAT)
- CPR/AED/1st Aid certification
- Must have a minimum of 2 years certified athletic training experience working with coaches and athletes

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain all district policies and procedures pertaining to athletic injuries and emergency situations
- Provide and coordinate athletic training services to all high school and junior high athletes including injury prevention, evaluation, first aid care and rehabilitation
- Coordinate with the site AD’s and coaches for practice and event coverage of athletic training services
- Coordinate with the AD’s and coaches for medical coverage during special events, tournaments and playoff games
- Be accessible either in person or by electronic communication during practices and games
- Assist in the referral process for athletes to access advanced medical emergency, diagnostic, surgical and rehabilitative care
- Communicate with the district coordinator of sports medicine and physicians regarding the status and rehabilitation of injured athletes
- Communicate with coaches regarding the status of their athlete’s health

- Communicate with parents regarding the status of their son or daughter's health
- Keep detailed medical records on all participants including pre-participation physicals, emergency information, medical history, injury logs, treatment logs, and physician notes
- Assist with the coordination and implementation of pre-participation physical exams
- Develop and oversee the site athletic training student aide program
- Is a clinical site supervisor for athletic training education students from local colleges and universities
- Assist with the budgeting, purchase and tracking of inventory for the athletic training program
- Maintain environmental cleanliness and safety of the athletic training facilities to OSHA standards for a medical facility
- Report unsafe facility issues with the athletic director
- Assist coaches with designing conditioning and injury prevention programs when necessary
- Attend monthly coaches, AD, and sports medicine meetings
- Assist with clinical coverage at the district sports medicine and wellness center as needed and/or required
- Maintain current licensure, certifications, and obtain continuing education units to stay up to date on the evolving field of sports medicine
- Promote the profession of athletic training through education, example, and awareness
- Other duties as determined by the District Coordinator of Sports Medicine

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to demonstrate organizational skills
- Must be able to demonstrate communication skills
- Must be able to work in a diverse environment of student athletes, coaches, and administrators
- Must be computer literate and proficient in Microsoft Word, Excel, Outlook, and Powerpoint applications
- Must be able to learn and utilize a variety of technological tools and applications as they pertain to athletic training such as athlete paperwork, concussion testing, injury surveillance, documentation, scheduling, and others as needed.

Supervisory Responsibility:

- Is a clinical site preceptor for athletic training students from local colleges/universities

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be able to sit and/or stand for extended periods of time
- Must be able to lift up to 50 pounds from floor to waist occasionally
- Must be able to work in extreme climates outdoors
- Must be able to work nights/weekends/holidays as events dictate
- Must have reliable transportation

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