



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Coordinator, Sports Medicine

Reports to: Director of Athletics
Department: ESC/Athletics
Compensation: BL-6
Overtime Status: Exempt
Date Job Revised: 06/09/10

Position Summary: To ensure that the student-athletes in Tulsa Public Schools have adequate access and availability to an expert in sports medicine and to the treatment and prevention of athletic injuries. Position involves a variety of tasks and extracurricular events.

Qualifications/Job Requirements:

Education:

- Masters Degree

Specialized Knowledge, Licenses, etc:

- Current Oklahoma Teaching Certificate.
- Licensed Athletic Trainer in Oklahoma (LAT).
- Certified by the National Athletic Trainer Association (NATA)

Experience:

- Must have a minimum of 5 years athletic training experience.

Specific Training/Skills:

- Must have excellent organizational skills.
- Must have CPR/First Aid certification.
- Must be able to communicate with a broad range of people.

Physical Requirements (If Applicable):

- Physical activity required when setting up for large events and activities.

Other:

- Must be willing to work at extracurricular events.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Site athletic directors, head coaches, and student-athletes.
- External: Parents and members of the sports medicine community.

Duties and Responsibilities:

- Maintain all policies pertaining to athletic injuries and emergency situations.
- Maintain and store all physical forms and consent forms for TPS.
- Facilitate and schedule all athletic physicals as required by TPS and the OSSAA.
- Coordinate and teach all "Care & Prevention of Athletic Injuries" classes for TPS.
- Track all adjunct teachers regarding completion of the Care & Prevention course.

- Provide scheduling for physicians for all high school football games.
- Coordinate athletic trainer coverage for all middle school football events.
- Work with the 24 site AD's regarding any needs/treatment for injured athletes.
- Provide any necessary game coverage for Tulsa Public Schools athletic events.
- Facilitate any necessary rehabilitation for sports injuries, as deemed necessary by a physician.
- Provide athletic training/physician coverage for all state or special events hosted by Tulsa Public Schools.
- Visit the schools regularly to treat athletes and assist in their recovery and rehabilitation from an injury.
- Teach Red Cross courses such as First Aid, CPR and AED to coaches to ensure adequate certification.