



WILLISTON
NORTHAMPTON SCHOOL

Position Title: **Head Athletic Trainer**

Last updated: May 2019

Reports to: Director of Athletics

Status: Exempt-Appointed by the Head of School
Permanent Full-Time

Schedule: Calendar Year: 40 hours per week
Actual hours assigned as required by Athletics Department
Monday through Saturday – weekend and special event coverage as required

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description

The certified Head Athletic Trainer is a health care professional who meets the qualifications set by state licensure and the Board of Certification, Inc. and practices athletic training under the direction of the School Physician/Medical Director. The Head Athletic Trainer provides services to include prevention, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. This role requires a highly qualified, multi-skilled health care professional defined by the Health Resources Administration (HRSA) and the Department of Health and Human Services (HHA). This position is responsible for the health and safety of Williston students participating in the school's afternoons, as well as visiting teams on game days. This is a full-time 10-month position and will work in accordance with school and athletic schedules.

Essential Functions

- Work closely with Athletic Department members, Athletic Trainer(s), Health and Wellness, School Physician, Coaches, and Administrators.
- Responsible for operation of the school's athletic training program and managing injury prevention, injury evaluation, injury management, injury treatment and rehabilitation, documentation and educational programs.
- Provide athletic training services for the schools' Athletic Department, including medical coverage/attendance at scheduled team practices and home and away competitions as necessary, including pre-season, in-season and post-season play.
- Oversee the student athletic trainers as a preceptor for the Springfield College Athletic Training program.
- Communicate with Health and Wellness staff in the care, treatment and follow up of athletic injuries. Refer injured/ill students to Health and Wellness when appropriate.
- Act under the direct supervision of the School Physician(s) as well as consulting physicians and other health care professionals as appropriate.
- Coordinate with School Physician on varsity football home game coverage.

- Act as liaison between and communicate effectively with all families, physicians, specialists, coaches, advisors and administrators.
- Utilize and maintain accurate medical records of injuries and treatments in communication with Health and Wellness.
- Maintain HIPAA standards and regard all medical and healthcare information as confidential.
- Coordinate with Baystate Health outreach and supervise Williston's weekly sports medicine clinic.
- Schedule and administer ImPACT for concussion baselining and post-injury care.
- Must maintain current knowledge of trends, best practices and skills at all times.
- Support and assist in school wide wellness activities including education on fitness, nutrition and conditioning
- Assist the Director of Athletics in the development and management of the athletic training program budget.
- Work directly with the Director of Athletics and Associate Athletic Director in support of the administration and operation of the Athletic Department.

Specific Functions and Skills

Prevention of Injuries

- Provide taping, wrapping and padding for student athletes as appropriate.
- Work closely with coaches regarding conditioning programs, techniques, monitoring injuries and follow-up, and always create a healthier athletic environment.
- Provide guidance on muscle training exercise and conditioning routines to strengthen and prevent injuries; provide appropriate preventative solutions and devises for the student athlete; work with the Strength & Conditioning coach in these efforts.
- Advise Director of Athletics and coaches in selection of protective equipment
- Assist equipment manage in the fitting of various pieces of athletic equipment including but not limited to helmets.
- Communicate with coaches regularly about necessary safety precautions regarding heat, cold, and other conditions that may be unsafe.

Evaluation of Injuries

- Initiate and provide appropriate primary acute care, on-site evaluations, emergency care and first aid for sports-related injuries for Williston athletes as well as visiting team athletes.
- Arrange for emergency transportation when necessary.
- Maintain and implement the emergency action plan pertaining to athletic injuries and events
- Determine the advisability of referral to other health care professionals.
- In conjunction with the attending physician, determine athlete's ability to return to activity, and continue play.
- Discuss with coaches the status of team members within the bounds of confidentiality.
- Prepare and maintain timely written records of athletic injuries.
- Report athletic injuries and status of athletes to coaches, Health & Wellness, administrators and parents pursuant to the School's injury/incident reporting protocol.
- When appropriate, contact parents with injury diagnosis, treatment plan and recommended follow up care.
- Maintain an open line of communication with Health & Wellness, Director and nurses, as an allied health care professional to coordinate injury follow up.

Treatment and Rehabilitation of Injuries

- Maintain appropriate general treatment orders to be reviewed annually and approved by school physician.
- Administer rehabilitation modalities when feasible; refer students to appropriate rehabilitation centers.
- Communicate with Health & Wellness when outside rehabilitation services are needed for boarders.
- Establish, review and re-evaluate acute and chronic rehabilitation programs.
- Maintain contacts with primary care and consulting physicians and other health care professionals involved in students' rehabilitation.
- When appropriate, contact parents with injury diagnosis, treatment plan and recommended follow up care.

Athletic Training Administrative

- Utilize and maintain accurate medical records to document and communicate with Health and Wellness.
- Provide and/or arrange athletic trainer coverage for home Williston athletic events, football games home and away, and all other activities as determined by the Director of Athletics.
- Propose and manage Sports Medicine Department budget in consultation with the Director of Athletics.
- Order supplies necessary to operate the sports medicine program effectively.
- Schedule regular maintenance checks of all athletic training and sports medicine equipment.
- Supervise and instruct athletic training students from area colleges as a trained preceptor.
- Perform all work in a neat, safe, energy conscious and professional manner.
- Maintain a clean and safe environment in the athletic training room.
- Report all equipment, system and work site safety concerns to the Director of Athletics or Physical Plan Director.
- Create/maintain athletic training page on School website.

Professional Development and Responsibilities

- Remain in good standing with the Board of Certification of National Association of Athletic Trainers (certification), Massachusetts Department of Allied Health Professions (licensure), and other organizations mutually agreed upon with the Director of Athletics.
- Attend professional development opportunities to maintain Continuing Education Units (CEUs).
- Attend preceptor workshops at Springfield College in order to maintain preceptor standing.
- Must maintain current knowledge of trends, best practices and skills at all times.

General Athletic Department Duties

- Assist with game day contest management and coordination.
- Work directly with the Director of Athletics and Associate Athletic Director in support of the administration and operation of the Athletic Department.
- Assist in Athletic Department duties and responsibilities included and not included above.

Additional School Responsibilities

- Required to wear proper attire, consistent with school's dress code at all times.
- Maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times.
- All school employees have responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment.

- All School employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the content and must abide by all rules, policies, and procedures stated in such document.
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed/assigned by the Director of Athletics or his/her delegate.
- May advise students as assigned.
- May teach classes as assigned by Head of School or Dean of Faculty.
- May have dorm and residential responsibilities.
- May have activity team responsibilities.

Head Athletic Trainer Qualifications

- Minimum 1 year Athletic Training experience; preferably in an academic setting
- Bachelor's degree required
- Current NATA Board certification; current Commonwealth of MA Professional Licensure
- Current CPR and First Aid certification
- Possess strong organizational skills, meet deadlines, and anticipate and plan both short- and long-term.
- Should possess "customer service skills" with the ability to present information in person, by phone, and in writing and respond to questions from students, parents, coaches, school employees and the general public in an appropriate manner.
- Must perform duties with a professional demeanor, which includes relating to others in a courteous, cooperative, sensitive and congenial manner.
- Must be able to work intuitively and independently as well as part of the Athletic Team.
- Demonstrated leadership skills as well as excellent interpersonal and communication skills.
- Should be proficient in Word, Excel, database management and injury management software systems. Must be able to learn and utilize Williston's operating system, including Veracross
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Must possess a valid driver's license
- Positive appearance, attitude, and presentation with a strict sense of confidentiality.
- Regular and consistent attendance and punctuality is required as a condition of employment.

Physical Responsibilities

- Standing/sitting for long periods of time.
- Bending, lifting (up to 50lbs.), pushing, kneeling, crouching, crawling, and stooping.
- Use of hands and fingers to manipulation and using tools.
- Specific vision abilities required include close vision, distance vision, color vision and depth perception.
- Ability to perform physical labor such as transporting students, equipment, lifting and carrying items of weight.
- Carrying materials and equipment.

Working Environment

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts.
- The employee will be exposed to wet, cold or humid conditions (indoor, outdoors and at hockey rink).
- The employee will be exposed to outdoor weather conditions.
- The employee will be regularly exposed to high noise environments.
- The work environment often may be cluttered with equipment.

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who post a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.