



Head Athletic Trainer Penn-Delco S D

Job Description

JOB INFORMATION

Title:	Head Athletic Trainer - Penn-Delco S D
FLSA:	Exempt
Terms of Employment:	10 Months
Employee Group:	Act 93
Location	Northley Middle School/Sun Valley High School
Last Edited On:	1/22/2024

ORGANIZATION

County:	Delaware
Entity:	Penn-Delco S D
Department:	Assigned Department per Organizational Chart
Reports To:	Athletic Director/Building Principal

JOB GOAL

The Head Athletic Trainer will run the Sports Medicine Program at Sun Valley High School and Northley Middle School. This is a full-time(10 month) position. Duties may occur before, during, and after the traditional educational day. The duties and responsibilities of this position include but are not limited to the following

ESSENTIAL FUNCTIONS

1. Communicate with our team physician, coaches, and school officials on matters regarding student-athlete safety and health.
2. Communicate with parents and student-athletes regarding the status of injuries and illness.
3. Maintain excellent documentation regarding injuries and illnesses and work with the Head Athletic Trainer to provide seasonal reports to the Supervisor of Athletics.
4. Collaborate with school administration to develop appropriate guidelines and policies regarding student health and safety.
5. Assist in the approval of student registrations & CIPPE forms when needed.
6. Attend athletics department meetings as directed by the Athletic Director.
7. Serve as a consultant to coaches in the selection of protective equipment.
8. Monitor weather conditions and provide coaches with appropriate guidelines and restrictions.
9. Advise and assist coaching staff in the development of off-season, pre-season, and in-season conditioning programs.
10. Serve as a resource for student-athletes, parents, and coaches on wellness related topics.
11. Evaluate and/or refer orthopedic injuries, illnesses, and general medical conditions as appropriate.
12. Evaluate and refer concussions in accordance with PDSD Board Policy.
13. Act as a Minimum Wrestling Weight Assessor as defined by the PIAA & NWCA.
14. Provide immediate care and coverage during home in-season athletic practices and contests
15. Provide immediate care and coverage or other health care related duties at away contests or school events, including but not limited to: varsity football games, playoff contests, and other school activities, as directed by the Athletic Director.
16. Work with the administration, other school officials, and local EMS to develop an emergency action plan for each athletic venue.
17. Maintain emergency equipment and ensure all items are in working order.
18. Supervise concussion return to play protocols as defined by PDSD Board Policy.
19. Utilize therapeutic interventions (taping, bracing, etc.) and therapeutic modalities for injured athletes as indicated.
20. Develop and implement programs of physical rehabilitation for injured athletes, when appropriate.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree		X		
Active PA license/certification		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3-5 years			X	

SCOPE

Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Supervision

- ☒ No supervisory duties.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.

Cognitive Ability

- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	Office Classroom X Other(to include Physically Demanding Positions)
<i>This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.</i>	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
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- ☒ Typical office environment
- ☒ Competitive Athletic settings