



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE: Athletic Trainer

REPORTS TO: Director of Athletics

DATE APPROVED: Readopted – August, 2019

BY: Board of Education

NATURE AND SCOPE OF JOB:

Provides athletic injury management and other health services for all athletes of the district, and assists coaches with the design and implementation of injury prevention programs.

QUALIFICATIONS:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with an Athletic Trainer endorsement (effective August 2, 1999) (N.J.A.C. 6:11-11.21) and other appropriate endorsements(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq. Be certified as an Athletic Trainer by the National Athletic Trainer's Association Bureau of Certification, and be registered by the New Jersey State Board of Medical Examiners as an Athletic Trainer (N.J.A.C. 45:9-37.44).
2. Hold and maintain first aid certification and CPR certification.
3. Hold a valid driver's license with no serious violations.
4. Have integrity and demonstrate good moral character and initiative.
5. Show evidence of successful experience in working with student athletes.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community, and health professionals and agencies.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to perform simple clerical tasks.
9. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications
10. Demonstrate aptitude and competence for assigned responsibilities.
11. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with
13. reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Ten (10) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Performs the role of a certified athletic trainer as defined by the National Athletic Trainers' Association and as regulated by New Jersey code (N.J.A.C. 45:9-37.35 et seq.).
2. Provides and assists coaches with preventative programs as needed, including:
 - Physical conditioning;
 - Environmental safety and physical hazards;
 - Equipment safety; and
 - Athletic training and counseling.

3. Provides athletic injury management, including:
 - Injury recognition;
 - Functional capacity evaluation;
 - Acute care, including emergency first aid; and
 - Supervised rehabilitation.
4. Performs no physical therapy unless licensed by the State of New Jersey to perform physical therapy (N.J.A.C. 45:9-37.35 et seq.).
5. Maintains an accurate log of injuries, treatments progress and outcome.
6. Applies and assists athletes in applying protective taping, wraps, bracing, and dressings.
7. Makes appropriate medical referrals when indicated and provide sound counsel to athletes and parents in seeing proper medical assistance can follow-up.
8. Develops and maintains protocols for emergency care, with the approval of the School Nurse and School Medical Inspector/School Physician, keeping coaches informed of the Emergency Action Plan for all sports.
9. Maintains a cooperative working relationship with the School Nurse and other health care professionals.
10. Incorporates into instruction the New Jersey Student Learning Standards (NJSLS), particularly the Cross-Content Workplace Readiness Standards and the Comprehensive Health and Physical Education Standards.
The purpose is to reinforce the school's responsibility to ensure that all students meet and exceed the standards required for graduation from high school.
11. Works with the instructional staff in developing curriculum, modifying instruction and selecting the materials used to meet the New Jersey Student Standards (NJSLS) for a comprehensive health education program.
12. Be responsible for the requisition of the necessary medical supplies in accordance with the school budget.
13. Selects, instructs and supervises Assistant Athletic Trainers and Student Athletic Trainers.
14. Ensures that the training room and any other facility involved in the high school sports medicine programs are maintained in an orderly, functional and sanitary manner.
15. Conducts or provides health related staff development sessions for coaches and school personnel, and educational programs for parents.
16. Serves as a resource to classroom teachers in health related instruction.
17. Attends all home athletic events.
18. Maintains an inventory of training supplies.
19. Maintains in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Be available to help injured athletes exercise during lunch or physical education periods.
21. Maintain a daily log of training form use and records of treatment.
22. File insurance claims and other required reports in a timely fashion.
23. Continues to grow professionally through collaboration with colleagues and professional growth experiences. Understand and communicate developments in the field of health care for athletes through reading of professional journals, participation in professional development, and involvement in professional organizations.
24. Completes the require 100 clock house of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Development Plan (N.J.A.C. 6:11-13).
25. Notifies immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions,

potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

26. Advocates a healthy and responsible life style by promoting the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.
27. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
28. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
29. Adheres to New Jersey School Law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the Board of Education, and the school, and contractual obligations.
30. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
31. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.