



Clark Atlanta University Job Description

Position Title:	Head Athletic Trainer
Employee:	
Department:	Athletics
Reports To:	Director of Athletics or Designee

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Responsibilities include developing, coordinating, and administering a comprehensive sports medical program for the University's intercollegiate sports. The Head Athletic Trainer will help with the prevention, assessment, treatment, and rehabilitation of injuries and illnesses. The head athletic trainer will also perform professional and administrative services essential for the successful implementation and development of the program. The trainer reports to The Director of Athletics, and supervises Associate Athletic Trainers. The Head Athletic Trainer serves as the primary contact with Emory's Sports Medicine Clinic and team doctor.

Examples of Duties and Responsibilities:

1. Develops overall sports medicine program for the University, including injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs, and counseling for student-athletes.
2. Provides athletic training services for the University's athletic department, including attendance at scheduled team practices and home and away competitions as necessary.
3. Participates in all mandatory testing of student-athletes and staff (COVID-19 related).
4. Coordinates and schedules physical examinations and medical referrals for student-athletes to determine their ability to practice and compete.
5. Works in conjunction with the Sports Performance Coach and coaching staff to ensure safety in the design and implementation of fitness, nutrition, and conditioning programs customized to meet individual student-athlete needs.
6. Schedules and coordinates athletic training staff coverage of all team practices and athletic competitions.
7. Evaluates and recommends new techniques and equipment that would enhance the benefit of the sports medical program.
8. Serves as liaison with Emory Sports Clinic, its doctors, and the assigned Associate Athletic Trainer.
9. Maintains the Emergency Action Plans (EAP) for the University athletic teams/facilities.
10. Is primary liaison with athletic department's insurance and student-athletes' insurance, and submits all necessary paperwork as needed. The Director of

Athletics is kept apprised of all insurance claims and any issues with the medical insurance coverage.

11. Orders and maintain necessary inventory and supplies.
12. Gathers and maintains yearly required medical documentations for student-athletes.
13. Maintains and secures all records and documentations.
14. Where possible, participate in hiring and evaluation of athletic training staff.
15. Participate in professional education or athletic staff and coaches.

Functional Tasks:

- The athletic trainer will demonstrate proper taping, strapping, bracing, and fitting of athletic equipment.
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- The athletic trainer will carry out all prescribed treatments and recommendations by the team/program/event physician.
- The athletic trainer will maintain NATA and CPR certification in accordance with those respective institutions.
- The athletic trainer must demonstrate knowledge of the principals of growth and development over the life span and possess the ability to assess data reflective of the athlete's status and interpret the appropriate information.
- Develops treatment programs in accordance with findings of evaluations and goals established by the injury assessment or by the treating physician.
- Assesses athlete's status in response to treatment and modifies programs as appropriate.
- Applies treatment procedures and modalities in accordance with established indications and contraindications.
- Prepare athletes for treatment and insures comfort and safety of athletes.
- Instructs athletes in therapeutic exercise, and strength and conditioning programs.
- Informs student-athlete's families of important aspects of student-athletes' present condition, including concussions, wound care, first aid, and follow up care. Maintains records of waivers signed by student-athletes.
- Maintains insurance protocols and interacts directly with insurance claim representatives.
- Coordinate ambulance, hospital, and/or medical visits.
- Maintains records on medical travel with using department's vehicles.

Knowledge, Skills and Abilities

- Must have first aid skills to help athletes address acute injuries, generally in a high-pressure situation such as a game.
- Must be CPR certified.
- Must have the skills to educate coaching staff, athletes and their families on injuries, healing processes and the proper methods of exercise and conditioning.
- Must possess good people skills, as well as a good grasp on proper methods of communication.

Minimum Hiring Standards

Education	Bachelor's degree required. Must be National Athletic Trainers' Association Board of Certification certified. Must have or be eligible for Georgia state licensure.
Years of Experience Required	At least 3-5 years.
Years of Management/Supervisor Experience	3 years preferred

Employee

Date

Manager/Supervisor

Date

Human Resources

Date