

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Athletic Trainer

QUALIFICATIONS: 1/ Appropriate NJ certification for the position, 2/ Ability to work as part of a highly functioning administrative team; 3/ Availability from 2:00 p.m. until the conclusion of practice and/or home and away athletic contests, 4/ demonstrated competencies for performance responsibilities, 5/ Required criminal background check and proof of US citizenship or legal alien status; 6/ Ability to work on home and away sites during the hours required; 7/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: H.S. Principal/Asst. Principal for Athletics

Job Goal: Under the direction of the building administration, the Athletic Trainer performs duties associated with the management of the medical support and emergency services for the athletic program and the supervision of the use of the training room and equipment associated with the position. All services are to be coordinated with the school nurse, home medical providers and team/school physicians.

PERFORMANCE RESPONSIBILITIES: 1) Pre-practice and pre-game taping, bandaging or wrapping to prevent the occurrence or recurrence of injuries; 2) work cooperatively with team physician and coaches on pre-season physicals, daily referrals, use of therapeutic modalities, reconditioning exercises, fitting of braces, guard devices, treatment of athletic injuries; 3) establish and monitor rules, regulations and procedures for training room, keeping room in orderly and sanitary state; 4) order and maintain supplies; 5) maintain records of injuries, accident reports and insurance forms; 6) help select and inspect protective athletic equipment; 7) counsel and advise athletes and coaches on conditioning, training, diet, rest; rehabilitation; 8) attend games, including home J.V. and sophomore games as required by the position or administration; 9) Expedite the emergency medical procedures in the event of student-athlete injury, 10) Keeps abreast and current in athletic training techniques by attending annual clinics and studying related literature. This includes the mandatory requirements for maintaining N.A.T.A. certification and New Jersey certification; 11) Is available as a resource for periodic teaching in health classes; 12) Establishes and maintains relationships with local community groups and individuals to develop, foster and solicit understanding and support for overall school objectives and programs; 13) assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties; 15) Maintains necessary confidentiality of medical conditions as appropriate, 14) Other duties as assigned or required by the demands of the position.

Terms: 10 month, salary and benefits as per the MEA agreement.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.