

PHILLIPS EXETER ACADEMY



TITLE: Associate Athletic Trainer

LOCATION: Love Gym, Athletic Training Center

REPORTS TO: Acting Director of Athletic Training

STATUS/HOURS: Full Time, Temp position; from 3/1/2017 through 5/31/2017 or until the end of sabbatical leave coverage, whichever comes first, (excluding the 2-week spring break from 3/3/17-3/19/17 not to exceed 12 weeks).

FLSA: Non-Exempt

CLASSIFICATION: Staff

DATE: January 6, 2016

Position Purpose

Assists the Medical Director and Head Athletic Trainer in the planning, organization, direction and execution of programs associated with the care and prevention of orthopedic-related injuries, and the management of other injuries and illnesses that impact on students' participation in physical education and athletics.

Key Accountabilities

Athletic Training

- Assist with the prevention of orthopedic injuries
- Recognize and provide immediate care for orthopedic injuries
- Provide treatment and rehabilitation of athletic injuries
- Function as case manager in the care of an injured student

Education

- Serve as a resource for students & faculty in matters of health & wellness
- Work collaboratively with Head Athletic Trainer to mentor Athletic Training Intern

Organization & Administration

- Assist in the purchase, issue, fitting and repair of standard and custom protective equipment
- Ensure respectful communication of health concerns with students, coaches and parents
- Assist in the establishment of policies and procedures and ensure they are carried out
- Maintain complete and accurate records of athletic training room activities and pertinent medical data

Computer & Other Special Needs for Position

Computer 20%, iPad 40%, Fax machine 5%, copier 5%
Proficiency with Microsoft Word, Excel, Outlook, Email, and the Internet.

Degree of Independent Action Performed

Incumbent works with direct supervision of the acting Director of Athletic Training. Must exercise considerable independent judgment and is expected to solve problems or address issues that require immediate attention.

Direct/Indirect Reports

NA

Internal & External Contacts

Frequent contact with students, parents, Dean of Students office, PEA administrative and academic offices, faculty, coaches, and staff. External contacts include local providers.

Position Requirements

<ul style="list-style-type: none">• Skills & Knowledge• Strong interpersonal and relationship-building skills.• Ability to develop and provide athletic training services to meet the needs of a wide variety of student athletes.• Ability to follow verbal and written directions, maintain a professional demeanor and restraint at all times, including stressful situations.• Ability to prepare and effectively present both oral and written information concerning activities and operations to internal and external constituents.• Proficiency in basic data management systems and basic computer applications (e.g. Word and Excel).• Electronic medical records system based on iPad.• Willingness and ability to learn additional applications as needed.• Ability and willingness to travel (by car, air, train or bus) domestically as needed.• Commitment to diversity & inclusion and to serving the needs of a diverse and inclusive population.	<ul style="list-style-type: none">• Experience• 2-5 years of experience working as a certified athletic trainer.• Approved clinical instructor experience preferred.	<ul style="list-style-type: none">• Education• Undergraduate degree required, Master's degree preferred.• NATA-BOC certification required.• NH state license required.• Additional certification in strength and conditioning (CSCS) is preferred.
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Physical Requirements

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

1. Physical demands are in excess of those for sedentary work and incumbent must be able to remain on his/her feet for extended periods of time, go up and down flights of steps, as well as stoop, kneel, crouch, and lift.
2. Able to lift and transport up to 50lbs without assistance.
3. Ability to sit in a normal seated position for extended periods of time.
4. Reaching by extending hand(s) or arm(s) in any direction.
5. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard.
6. Communication skills using the spoken and written word.
7. Ability to see with normal parameters.
8. Ability to use a visual display terminal with continuous wrist movement on a keyboard.
9. Ability to hear within normal range.
10. Ability to withstand exposure to inclement weather (rain, snow, sleet, freezing temperatures, etc.) as incumbent will be expected to work outdoors for significant periods of time.

Additional Requirements

11. Successfully complete a criminal background check (**reviewed every 3 years**).
12. Clean Driving record (**reviewed annually**).
13. Successfully complete a pre-employment physical/health screening examination which may include a drug screening.

Supervisor's Acknowledgement of Job Description Accuracy:

Supervisor Name (Print): _____ Date: _____

Signature: _____

Employee's Acknowledgement of Job Description Accuracy and Understanding of Job Duties and Accountabilities:

Employee Name (Print): _____ Date: _____

Signature: _____