

## Job Description

**Job Title:** Certified Athletic Trainer  
**Position Code:** 7E51, GE51, XE51  
**Job Classification:** Exempt

**Supervisor:** Athletics Director  
**Pay Grade:** 35A  
**Contract Length:** 220 Days

### Job Summary

Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities.

### Essential Duties

1. Conducts initial assessment of an athlete's injury or illness in order to provide emergency or continued care, and to determine whether they should be referred to physicians for treatment.
2. Provides care for athletic injuries.
3. Evaluates athletes' readiness to play, and provides participation clearances when necessary and warranted.
4. Applies protective or injury preventive devices such as tape, bandages, or braces.
5. Assesses and reports the progress of recovering athletes to coaches and physicians.
6. Advises athletes on the proper use of equipment.
7. Plans and implements comprehensive athletic injury prevention programs.
8. Develops training programs and routines designed to improve athletic performance.
9. Attends all home games, Varsity Football games, and any other games designated by the Athletic Director.
10. Models nondiscriminatory practices in all activities.
11. Completes end of the year inventory and compiles list of needed supplies for the following year.
12. Teaches a minimum of (1) Sports Management class.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must be a certified athletic trainer through the BOC, licensed by the Commonwealth of Virginia, and be certified in CPR, AED, and First Aid. Must possess a thorough knowledge of the VHSL regulations and other regulations governing high school athletic programs. Must possess the ability to maintain accurate records and prepare related reports. Must possess excellent organizational, leadership, and communication skills. Must possess the ability to establish and maintain effective working relationships with students, parents, staff members, and the public. Must be eligible for a Virginia teaching license with an endorsement in Sports Medicine.

### Working Conditions & Physical Requirements

Must have the ability to stand for extended periods of time. Must have physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, walk and reach overhead.

### Work Environment

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. The noise level in the work environment is usually loud. Duties are normally performed in a school environment or outdoors in potentially severe weather situations.

**Supervision Exercised:** None

**Supervision Received:** Athletic Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Athletic Trainer will be required to follow any other instructions and to perform any other related duties as assigned by the Athletic Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 09/19 CR