



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 48-2020/21  
DOCUMENT NO. 23-2020/21  
DATED 05/21/2021

**NEW CLASSIFICATION**  
**PROPOSED TITLE: ATHLETIC TRAINER**

**DEPARTMENT/SITE:** District Department or  
School Site

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 44

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Director of Athletics or assigned

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Athletics and/or Site Athletic Director, the Athletic Trainer conducts a comprehensive program in the prevention and care of athletic injuries; evaluates the student athlete's physical condition, advises, and treats to maintain maximum physical fitness for participation in athletic competition, while keeping the physical and mental welfare of the athlete as the top priority; promotes the prevention of injuries through use of methods including conditioning, protective equipment, exercising, taping, and training techniques. The incumbents in this classification provide the school community with physical preparation and injury treatment of students competing in school sports, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class work closely with student athletes, primarily at the high school level, but also supporting middle and grade school student athletes at competitions. Duties focus on maintaining the physical and mental well-being of the athletes, including treating injuries and working to prevent them.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Adheres to concussion and emergency return to play protocols.
- Assists in educating student athletes in injury prevention, nutrition, and mental health and wellness.
- Develops, follows, and updates Emergency Action Plan (EAP) for each athletic venue.
- Establishes and maintain a budget for athletic training supplies/equipment.
- Evaluates athletic injuries; administers first aid and CPR as needed to injured student athletes; requests additional emergency medical treatment as required.
- Maintains appropriate files and records for student athletes, which may include copies of physician diagnosis, treatment plans, prescriptions, physical examination reports, documentation of treatment provided, medical history forms, accident reports and insurance forms.
- Maintains the Athletic Training Room in a clean, organized manner.
- Performs various external techniques for muscular skeletal support.
- Provide athletic trainer support at middle school feeder football games and at elementary athletic championship events.
- Provide daily care and support as needed for all site student athletes.
- Provide training to others as a Certified American Red Cross (CPR/First Aid) Instructor
- Provides "hands on" experience and supervision for student athletic trainers who assist with activities such as taping, first aid and icing in accordance with the school's clubs and activities guidelines and state

Athletic Trainer  
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Previous update: None-New Class

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law.

- Provides and assists with rehabilitation programs and treatments for strains, sprains, contusions, soreness, and exercises to strengthen muscles.
- Provides reports to coaches, athletic directors, and nurses on injuries, medical reports and status of athletes under treatment. Certifies medical eligibility of students to return to the athletic program.
- Recommends to parents/students appropriate medical care related to injuries.
- Responsible for the inventory and requisition of all training room supplies and equipment through protocol established with the Athletic Director.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Fundamental principles and accepted trends in the field of athletic training
- Applicable sections of State and Federal laws, regulations and codes
- Physical, intellectual, social, and emotional growth patterns in students
- Principles and practices of supervising, training and providing work direction
- District organization, operations, policies, objectives and goals
- English grammar, usage, punctuation and spelling
- Computer usage and applicable software programs

#### **Skills and Abilities to:**

- Read, analyze, and understand scientific and technical journals related to sports medicine, legal documents, and physician and physical therapist orders
- Respond appropriately to common inquiries or complaints from students, parents, coaches and other employees
- Properly use and care for materials, supplies and equipment employed in performing services as an athletic trainer
- Work confidentially with discretion
- Work independently and exercise independent judgment within scope of responsibility
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with a diverse range of people using tact, patience, and courtesy
- Compose correspondence and written materials independently
- Plan, organize and prioritize work in order to meet schedules and time lines
- Communicate, understand and follow both oral and written directions effectively
- Maintain current knowledge of trends in the assigned field
- Analyze situations accurately and adopt an effective course of action
- Maintain accurate records in reporting-progress and monitoring results
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

### **RESPONSIBILITY:**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have impact on the organization's services.

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**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

- Bachelor's degree, with a Master's Degree preferred.

**EXPERIENCE REQUIRED:**

- Experience preferred.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to sporting events and meetings as required.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Athletic Trainer Certification required from National Athletic Trainers Association Board of Certification
- Current CPR certification
- Certified American Red Cross (CPR/First Aid) Instructor

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is performed indoors and outdoors, subject to extreme weather conditions at times
- Mobility sufficient to walk, stand, and/or sit for extended periods, and access all locations in the work environments
- Flexibility to reach with hands and arms, twist, and bend, squat, kneel, and stoop
- Lift, carry, push, pull and/or carry bulky objects of up to 80 pounds with or without assistance
- Manual dexterity to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including operating a computer and other office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and a computer screen