

**GARRARD COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: CERTIFIED ATHLETIC TRAINER**

**REPORTS TO:** School Principal / Designee

**EXEMPT STATUS:** Exempt

**APPROVED:**

**BASIC FUNCTION:**

Care and prevention of athletic injuries for middle/high school students

**REPRESENTATIVE DUTIES:**

- Care and prevention of athletic injuries under supervision of a physician
- Implementation of rehabilitation for injured athletes under the direction of the team physician
- Implementation and supervision of a student athletic trainer program
- Maintenance of daily injury records, medical records, and records of recovering athletes as prescribed by physician and KRS statues
- File school athletic insurance forms and maintain insurance records on athletes
- Maintain a training room and equipment as required by local health department rules
- Inventory and order athletic training supplies and equipment
- Provide an emergency action plan and procedures for coaches
- Provide coverage for designated home games and practices
- Maintain all equipment and supplies per the OSHA and state Blood Borne Pathogen Standards
- Maintains regular attendance.
- Duty to report to work.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Modern office practices, procedures and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

- Administer first aid to ill or injured students
- To perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Utilize technology.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.

- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and timelines.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in field of assignment (minimum requirement)

**QUALIFICATIONS:**

Minimum of a BS/BA in area of Physical Education, Health or Athletic Training

National Athletic Trainer's Association certified

Certified in CPR and First Aid

Some athletic training experience at either a high school, sports medicine clinic, or college level desired

The position will be paid off the certified teacher pay scale with the applicable educational degree plus 39 extended days