



Substitute Athletic Trainer

Assignment:	12-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	On a substitute basis, as needed
Wages:	To be determined by the Board of Education
Evaluation:	Board policy on Evaluation of Educational Support Personnel
Reports to:	Assistant Principal of Athletics and Wellness and Educational Support Personnel Supervisor

Qualifications:

- Must be BOC certified and possess state athletic training licensure / certification.
- NPI number required.

Essential Job Functions:

- Possess knowledge about a large range of medical problems; assessment and evaluation skills and working with other healthcare professionals will be needed.
- Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per state licensure guidelines.
- Demonstrate attention to detail; needs to have thorough and detailed injury tracking and documentation
- Ability to communicate effectively in high stress / pressure situations when talking to patients, medical professionals, staff and families.
- Ability to organize, prioritize and perform multiple tasks with little to no supervision.
- Demonstrate excellent interpersonal, problem solving, decision making, and communications skills.
- Ability to speak in a clear and understandable manner and write legibly in English.
- Ability to deal effectively with people both in person and on the telephone.
- Ability to use a computer and software.

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- Ability to be aware of the security of the students, staff, and school property.
- Ability to meet daily attendance requirements.
- Ability to maintain confidentiality regarding staff and student personal record information.
- Ability to maintain confidentiality regarding employee issues, concerns, and/or disciplinary procedures.
- Ability to maintain confidentiality regarding student issues, concerns, and/or disciplinary procedures.
- Ability to drive a golf cart/gator.

Performance Responsibilities

- Working with coaches, athletes, and medical professionals to evaluate the player's condition.
- Establish and maintain a budget for athletic training supplies and equipment.
- Establish daily hours of operation and schedule to cover home athletic events.
- Designing training and rehabilitation programs for athletes.
- Using knowledge of sports-related injuries to diagnose and treat athletes.
- Referring athletes to another doctor or other medical staff members.
- Assisting and monitoring injured players as they heal and progress towards recovery.
- Establish a working relationship with a designated team physician and community physicians.
- Maintain adequate medical records on all injuries and rehabilitation procedures.
- Handling clerical tasks, purchasing supplies, assisting with budgets, restocking supplies and maintaining the athletic training room.
- ImPact Testing for concussion protocol on all athletes.
- Perform other duties and special assignments as directed by the Assistant Principal of Athletics & Wellness.

Physical Demands and Work Environment:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

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The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 1/28/2025

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