



DATE ISSUED: 6/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Head Athletic Trainer

JOB SUMMARY

The Associate Head Athletic Trainer is responsible for assisting in the management of the sports medicine program. Assists with the provision of athletic training services including the prevention, care and rehabilitation of athletic injuries of all the University's NCAA Division II intercollegiate athletic teams. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director of Athletics for Sports Medicine

Supervises: Athletic Training Student Interns and student workers

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Assists in managing the day-to-day operations of the sports medicine program.
- Assists with the provision of athletic training services including the prevention, care and rehabilitation of athletic injuries of all of the University's NCAA Division II intercollegiate athletics teams.
- Serves as the primary athletic trainer for designated team(s).
- Provides first aid and emergency care for athletic-related injuries and determines appropriate medical referral as warranted.
- Provides athletic training patient care during home and away practices and athletics competitions.
- Organizes and directs pre-participation Physical Exams and Postural and Body Composition Screenings.
- Purchases, inventories and monitors all supplies and equipment for Athletic Training.
- Maintains accurate and confidential injury record management for all applicable injuries and illnesses.

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- Assists with implementation of drug, alcohol and substance awareness education.
- Authorizes, maintains and directs the use of the Athletic Training facility and equipment including safety checks
- As permitted, maintains lines of communication with the student-athletes, coaches, the Assistant Director of Athletics for Sports Medicine, and the Director of Athletics concerning the student-athlete's participation and the current status of an injury or medical problem.
- Educates student-athletes and staff regarding institutional, departmental, and NCAA health care policies and procedures or other Athletic Training-related topics, at annual orientations and as needed.
- Communicates and works directly with the head coaches and the Head Sports Performance Coach in the design and execution of scientific-based, sports-specific strength and conditioning programs for each team as needed.
- Works with the Head Sports Performance Coach to ensure proper conditioning modifications in the presence of injury.
- Serves as a liaison between Intercollegiate Athletics with attending physicians, Student Health Services, Counseling and Psychological Services and visiting athletic training staffs.
- Commits to and is responsible for adhering to all rules and regulations set forth for the University, the Lone Star Conference and the NCAA with the utmost integrity.
- Works cooperatively with personnel in the athletics department, attends department meetings and activities, and always represents the University positively when interacting with the community, alumni, high school and club coaches, media and general public.

ADDITIONAL DUTIES

- Attends seminars, conferences and other professional development opportunities.
- Shares knowledge and promotes athletic training and TWU through clinics, workshops and lecture opportunities.
- Participates, as appointed, on Department, University, state, regional and national committees.
- Assists in fundraising activities.
- Implements Athletics' strategic plan as part of the Division of Student Life's strategic plan.
- Performs other duties as requested.

EDUCATION

Master's degree required. State of Texas Athletic Training licensed required. NATABOC certified required. American Red Cross or American Heart Association BLS CPR and First Aid Certification required. First Aid and CPR Instructor preferred.

EXPERIENCE

Five years minimum of collegiate athletic training experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to provide qualified and adequate athletic training coverage for student-athletes.
- Ability to recruit and provide healthy learning environment for student athletic trainers.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to adhere to all policies, rules and regulations of the university, the Lone Star Conference and the NCAA.
- A proven record in following directives and being responsible for tasks which have been assigned.
- Ability to handle multiple tasks in a fast-paced environment as needed.
- Ability to attend seminars, meetings and other professional development opportunities at or away from TWU.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance within area of responsibility and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.