



Classification Description

Job Title: Head Athletic Trainer

Pay Grade: 111

Job Code: 3762

FLSA Status: Exempt

Job Purpose

This position provides oversight and coordinates all aspects of sports medicine and compliance related to athletics for the Florida SouthWestern State College (FSW) Department of Intercollegiate Athletics. In addition, this position assists with the daily operations of the Athletics Department and coordinates various administrative functions and special projects within the Department, with an emphasis on athletic training and sport compliance. This is a non-administrator on annual contract position.

General Responsibilities

Essential Functions

Develops, implements, and maintains an overall sports medicine program for the Department of Intercollegiate Athletics including, but not limited to, injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, daily operations of athletic training facilities.

Provides athletic training services for the Department of Intercollegiate Athletics including attendance at scheduled team practices, home games, and away competitions as assigned.

Medical referrals for student-athletes to determine their ability to practice and compete. Maintains confidentiality and reports applicable information to appropriate staff within the Department of Intercollegiate Athletics. Maintains up-to-date medical records and documentation.

Maintains and secures records relating to student-athletes according to applicable laws, guidelines, and College policy.

Schedules and coordinates athletic training staff and volunteers for coverage of all team practices and athletic competitions.

Works with the Strength and Conditioning Coach (Coordinator, Athletic Performance and Community Service) to develop and administer a comprehensive injury prevention program.

Monitors inventory of supplies and manages supply orders.

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Assists in the training and development of volunteer assistant athletic trainers.

Monitors student-athlete and related College health insurance policies and related documentation.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A Bachelor's degree from a regionally accredited institution of higher education in Health or Exercise Science, Physical Education or a related area.

Two (2) years of related full-time professional work experience.

Ability to work flexible schedule including nights and weekends.

Ability to independently travel to various campuses and other locations for College business.

NATABOC, ATC/L, CPR, AED Certification required.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

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- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 16, 2019. Revised: May 27, 2020. Reviewed: October 19, 2022. Revised: July 1, 2023.