

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title: Athletic Trainer**

**Department: Supplement**

**Grade Salary**  
**\$19,500 per school year**  
**H.P.D. Varies**  
**D.P.Y. Varies**

**Job Description**

**Date Reviewed: August 2020**

**Reports To: Principal/Athletic Director**

**Purpose of Job**

To provide services /treatment to each school’s student athletes in accordance with the acceptable professional practices and standards of athletic trainers

**Essential Duties and Responsibilities**

- Certified athletic trainers should be on campus and/or in attendance for athletic practices and events including but not limited to pre- and post-practice/event evaluations and treatment of athletic injuries/illnesses, with certain exceptions
- The certified athletic trainers should meet with the principal or athletic director to determine the priority of coverage based on the dynamic of each individual school. Schedules should be coordinated for best utilization of services.
- The trainers will communicate all pertinent and relative information pertaining to injuries in a timely fashion to school coach(es) and athletic director. The trainers will receive guidance from each school’s athletic director as to the expectations regarding methods of acceptable communication.
- The trainers will assist the Athletic Director in providing guidance regarding emergency action procedures, including the planning, coordination, and execution of all Emergency Action Plans by the individual sport teams.
- The trainers will assist the school in maintaining TSSAA health guidelines for athletic participation, physical forms, medical questionnaires, and injury records under HIPAA compliance

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Must have a bachelor's degree and certified by the National Athletic Trainers Association Board of Certification (NATABOC) and licensed by the State of Tennessee

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job of Athletic Trainer. Has general knowledge of the School System, Facilities and Safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling

people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY**: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Athletic Trainer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE**: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Athletic Trainer.

**VERBAL APTITUDE**: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE**: Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION**: Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY**: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION**: Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT**: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to job of Athletic Trainer.

**PHYSICAL COMMUNICATION**: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE**: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**