



Human Resources

Job Description for:

Assistant Athletic Trainer

FLSA Classification

Exempt

Employment Category

Staff

Reports to

Head Athletic Trainer

Benefits Eligibility

Part-time non-benefits eligible

Schedule

Generally, Monday through Saturday while school is in session, hours will vary, less than 20 hours per week on average.

Compensation Rate

TBD

Last Updated

May 1, 2023

Job Description

Summary/objective

The Part-time Assistant Athletic Trainer provides athletic trainer coverage for Middlesex School athletic programs. The Part-time Assistant Athletic Trainer will practice within the parameters of the Athletic Trainers Licensing Law as laid out by the Athletic Trainers of Massachusetts, and the Standards of Practice laid out by the National Athletic Trainers Association.

Supervisory Responsibilities:

- None



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Essential Athletic functions

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

- Provide first aid and injury assessment for Middlesex School student/athletes
- Provide rehabilitation services for Middlesex School student/athletes
- Provide care & coverage for on-campus and some off-campus events and practices, as assigned by the Head Athletic Trainer
- Apply indicated injury risk reduction methods to students
- Provide respectful communication, within the limits of confidentiality, on student health matters between coaches, parents and health care providers
- File all necessary reports associated with athletic injuries or incidents in SportsWare, or written forms
- Assist in maintaining a daily treatment log in SportsWare, the School's record system
- Assist in supplying each team with appropriate medical equipment
- Performs other related duties as assigned

Competencies

- Excellent verbal and written communication skills.
- Ability to use computer-based software including email, computerized maintenance management system, and smart phone/mobile devices, and MS Office.
- Ability to work independently and handle multiple priorities and deadlines simultaneously.
- Excellent analytical and problem-solving skills as well as a strong customer focus.
- Respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of School life.
- Organized with attention to detail.
- Ability to communicate effectively with a variety of community groups including students, parents, staff, faculty, and city/state officials.
- Ability to prioritize, plan, and organize work.
- Ability to analyze emergency situations accurately and take prompt action.
- Strict adherence to student/patient confidentiality.

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Work environment

- In office environment.
- In athletic center setting with exercise equipment, crowds, and noises associated with play of various sports.
- On athletic fields in all seasons and weather.
- Outdoors in all weather conditions known to the New England environment.

Physical demands

- Prolonged periods sitting at a desk and working on a computer.
- Remain standing for extended periods of time.
- Ability to administer CPR.
- Ability to go up and down flights of steps.
- Ability to lift, push, and pull heavy objects.
- Ability to stoop, squat, bend, kneel, crouch, and lift.
- Must be able to lift 60 pounds at a time without assistance.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to conduct inspections of athletic facilities and reach student athletes on fields.
- Ability to withstand exposure to inclement weather (rain, snow, sleet, freezing temperatures, etc.).
- Communication skills using the spoken and written word.
- Ability to see with normal parameters.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example manual therapies.

Travel required

- Within the New England region as needed based on schedule of various teams.

Required education and experience

- Bachelor's degree in athletic training
- Excellent knowledge of human anatomy and physiology
- Excellent knowledge of medical supplies and equipment used by Athletic Trainers
- Working knowledge of applicable state and federal laws and regulations pertaining to certified athletic training
- Certified Athletic Trainer Certificate from the BOC
- NATA Member
- Current Massachusetts state license
- Current CPR, First Aid and AED certificates
- Clean Driving Record.

Additional eligibility requirements



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- Able to successfully complete CHRI, CORI, and SORI checks.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.