

**College of the Siskiyous  
Job Description**

**Job Title:** Assistant Athletic Trainer                      **FLSA:** Exempt

**Group:** Admin. Support/Management                      **Salary Schedule:** Admin. Support/Management

**Job Summary**

Under the general direction of the Athletic Director assist in the technical tasks associated with the Athletic Department.

**Essential Duties and Responsibilities include the following:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work with the Athletic Director in the care of students involved in the athletic program.

Assist in decisions involving care and treatment of acute injuries.

Evaluate emergency care of injured students; assist in providing appropriate care and treatment of acute injuries; refer to proper authorities.

Provide follow-up treatment of injuries where appropriate.

Maintain confidential records on student athletes regarding injuries and accidents occurring during sports; athlete drug tests, medical information.

Maintain information for insurance coverage on athletes; contact physicians, insurance companies and others when necessary; serve as key contact for athletic insurance and process claims.

Perform other related duties.

**Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of experience and training equivalent to the completion of a four years of college level course work; Bachelors Degree preferred. Courses in anatomy, physiology, kinesiology, nutrition, and biomechanics. Must have completed 1500 hours of clinical work to receive National Athletic Trainers Association National Certification.

**Knowledge:** Knowledge of the basic functions and procedures associated with athletics and the physiology of movement including learning, motivation and perceptions; current First Aid and CPR application; basic needs and requirements of students.

Ability: Ability to work under supervision; demonstrate an understanding, patient and receptive attitude toward students; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; use appropriate and correct English, spelling, grammar and punctuation; handle emergency situations as needed; operate technological equipment; communicate satisfactorily in both oral and written form; meet requirements associated with the tasks; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to heavy physical effort; occasional standing or walking; periodic handling of light to heavy weight parcels or supplies. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested. First Aid certification as well as CPR certification plus national Athletic Trainers Association certification.

**Job Description Approved 4/98**