

## Angelo State University Job Description

### Job Position Information:

Last Revision Date:

Apr 14, 2021

Division: President

**\*\*For Job Code and Position #, Log into Rampart and refer to the Staff Pay Plan and Most Current Operating Budget\*\***

Job Classification: Exempt (Salaried)

Job Code:

Pay Grade:

Job Title: Asst. AD of Sports Medicine/Head Athletic Trainer

Position #: 999478

Department: Athletics Services

List all Position #'s for which this job description is to be used

### Position Reports To:

Job Title: Athletic Director

Position #: 999372

### Work Schedule Information:

☒ Monday- Friday 8:00 a.m.- 5:00 p.m.Designated as Essential Personnel: ☐ Yes ☐ No☒ Other Hours Required (list below)

**\*\*Refer to OP 52.20 Staffing During Inclement Weather or Adverse Conditions for more information regarding essential personnel\*\***

hours pertaining to involvement in an athletic department, including practice, travel, recruiting, home game event management, etc.

On-Call Required: ☐ Yes ☐ No (If yes, describe hours below)

### Job Summary:

This section describes the purpose and nature of the job, i.e., a summary of the major responsibilities of the job. This section is to be completed in paragraph form and is typically 2-4 sentences long. Do not use bullet points or outline format.

Develop overall sports medicine program for intercollegiate athletics, including injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes.

### Supervision Exercised:

This section describes any supervisory responsibilities such as hiring, evaluating employee performance, setting work priorities or schedules, monitoring work, disciplining employees, recommending training, etc. Select all options that apply to this position.

- ☐ No supervisory responsibility
- ☐ Provides guidance, leadership, or training to other employees (no direct supervision)
- ☒ Directly responsible for supervising non-exempt, hourly, office support, student, or temporary employees
- ☒ Directly responsible for supervising exempt, salaried, professional, or faculty employees
- ☐ Directly responsible for supervising administrative, managerial, or executive employees

### Knowledge, Skills, and Abilities:

This section describes the knowledge, skills, and abilities necessary to satisfactorily perform the job. These can be required of a job candidate and of an incumbent as long as they are related to the essential duties of the position, are reasonable, and are measurable in some way. Please use a list format beginning with; Knowledge of, Skilled in, or Ability to.

1. Knowledge of intercollegiate sports programs.
2. Knowledge of human anatomy and physiology.
3. Knowledge of medical care, prevention, and treatment of athletic injuries.
4. Ability to work harmoniously and effectively with others.
5. Ability to perform the duties of a licensed / certified athletic trainer.
6. Skilled in both oral and written communication.

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### Education/Experience/Credentials Required:

This section describes the minimum education and experience needed to satisfactorily perform the job. The required qualifications should be related to the essential duties of the job and the focus should be on the qualifications that reflect the knowledge, skills, and abilities listed in the section above. Preferred qualifications are not included in this section, but instead should be written in job posting.

(Example: Bachelor's degree in any field plus one year experience in the related field; or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.)

Bachelor's Degree in Athletic Training, Kinesiology, or a directly related field is required; a master's degree in Athletic Training, Kinesiology, or directly related field is preferred. A license from the Texas Advisory Board of Athletic Trainers is required, with certification by the NATA Board of Certification is preferred. Three years of intercollegiate athletic training experience or equivalent is preferred.

### Essential Job Duties:

This section itemizes the essential duties of the job. Essential duty means a task that is a minimal requirement of the job. Without these essential tasks there would be no reason for the job to exist. Essential duties must take up at least 10% of an employee's time and justify the job.

***In numbered format, please list duties in order of importance/priority. The top 5 duties will be incorporated on the performance review form.***

1. Provide athletic training services (preventative, diagnostic, and rehabilitative) for the athletic department, including attendance at scheduled team and individual practices and home and away competitions as necessary.  
Coordinate and schedule physical examinations and medical referrals for student-athletes related to practice and/or competition.  
Supervise and evaluate the athletic training staff, including developing policies and procedures to ensure competency, legal compliance, and consistency in response to all situations by staff members.
2. Coordinate and conduct all student athlete welfare initiatives, i.e. sickle cell testing, concussion management screening and testing, and athletic nutritional programs, personal health and safety awareness programs, etc.  
Responsible for complying with all NCAA, LSC, Angelo State University, and Texas Tech System policies, rules, and regulations.  
Work with the strength and conditioning staff to ensure safety in the design and implementation of fitness, nutrition, and conditioning programs customized to meet individual student-athlete's needs.
3. Schedule and coordinate athletic training staff and students for coverage of all team practices and athletic competitions.  
Assist athletic director in the development of sports medicine program budget.  
Evaluate and recommend new techniques and equipment that will enhance the benefit of the sports medicine program and services.  
Keep accurate records and documentation regarding all injury assessments, evaluations (pre and post season), medical referrals, insurance information, rehabilitation, and treatment.
4. Communicate effectively with student-athletes, coaches, and parents of student-athletes, regarding all of the following: injuries, availability for practice and / or competition, surgery and/or options, payment, services provided, and coordination of insurance payments when necessary.  
Develop and implement effective drug education program for student-athletes, including an initial informational session at the beginning of the year meetings for each team.  
Serve as the drug testing coordinator for the drug testing program for student-athletes, including: coordination of local testing, coordinating procedures for "positives," and communicating results to coaches, student-athletes, and the director of athletics.
5. Develop and implement strategies and initiatives to keep sports medicine program on the "cutting edge" to ensure the safety, health, and welfare of student-athletes.  
Develop partnerships with local entities (WTRC, WTMA, Shannon, ASU PT, etc.) to provide maximum possible opportunities for diagnosis, treatment, and rehabilitative services for Angelo State Athletic Department.  
Work with athletic director and assistant athletic director to develop and publicize sports medicine strategic plan that ties to Angelo State Athletic Department Strategic Plan, and continue to adjust this document to address to growth of the university's athletic department.  
Performs other duties as assigned.

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### Physical Demands:

This section lists the physical demands that would normally be required to perform the job. The employee should be able to perform the job tasks with or without reasonable accommodations. Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by the employee on a daily basis.

Physical Effort	Approximate Amount of Time per Day (in hours)				
	Less than 2	2-4	4-6	6+	N/A
Sitting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking or Moving About	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bending Over, Stooping, Twisting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Talking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climbing Ladders or Step Stools (ascend/descend)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using Stairs (ascend/descend)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reaching Overhead or Outward, Above and Below Shoulder	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crouching, Squatting, Kneeling, or Crawling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or Pulling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usual Amount <input type="text" value="25"/> lbs					
Max Amount <input type="text" value="75"/> lbs					
Lifting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usual Amount <input type="text" value="25"/> lbs					
Max Amount <input type="text" value="75"/> lbs					
Carrying	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Usual Amount <input type="text" value="25"/> lbs					
Max Amount <input type="text" value="75"/> lbs					
Repetitive Use of Hands/Arms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Repetitive Use of Legs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Driving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Manual Dexterity- Fine Manipulation or Grasping	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeing/Vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tasting/Smelling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the employee able to change positions? (e.g., sitting to standing)	<input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input checked="" type="radio"/> As Needed				

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#### Environmental Conditions:

This section lists the environmental conditions that the employee will normally encounter while performing the essential duties of the position. The employee should be able to perform the job tasks with or without reasonable accommodations. Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by the employee on a daily basis.

Condition	Approximate Amount of Time per Day (in hours)				
	Less than 2	2-4	4-6	6+	N/A
Stand on Concrete	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk on uneven or slippery surface	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposure to electrical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposure to dust, smoke, fumes, odors, grease, oil	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposure to distracting or unpleasant noise or sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposure to chemicals or toxic materials	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposed to vibration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works in cramped quarters or congested areas	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works in extreme temperatures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Works indoors, may or may not have natural light	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works outdoors, exposed to weather conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Works at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with moving machinery or heavy machinery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Works alone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with office equipment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Required Training:

Please check any training listed below that this position is required to complete.

- ☐ Child Protection Training
- ☒ Vehicle Safety Training (Golf Cart)
- ☒ HIPAA Training (Health Insurance Portability & Accountability Act of 1996)
- ☒ FERPA Training (Federal Family Educational Rights & Privacy Act)
- ☒ CSA Training (Campus Security Authority)

#### Disclosure Statement:

The above job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, work schedule, or physical requirements for the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.