

JOB TITLE: Athletic Trainer
PAY GRADE: CL 24
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager and under the supervision of the team physician for medical aspects of the athletic program, assists in the development and implementation of a program for the prevention of injuries to student athletes; administers first aid and emergency medical care; and treats injuries and provides rehabilitation according to authorized medical directions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prevention and Treatment of Athletic-Related Injuries
 - a. Creates and supervises rehabilitation programs for athletic injuries following attending physician guidelines, including use of equipment and performance of exercises; assists physician in determining when an athlete can return to full sports participation using established criteria.
 - b. Evaluates and treats athletic injuries, including applying tape, wraps, protective pads, and bracing for prevention and management.
 - c. Develops injury prevention programs for student athletes with pre-existing injuries.
 - d. Provides appropriate concussion management, including evaluation, treatment, return to learning plan, return to sport; provides concussion education for student athletes and District staff.
 - e. Refers student athletes to healthcare professionals for further evaluation of injuries, mental health concerns, and other general medical or physiological conditions.
2. Athletic Training Room Management
 - a. Coordinates and schedules athletic training staff daily activities.
 - b. Ensures a professional environment is maintained and provides a safe space for student athletes.
 - c. Maintains sanitization standards to prevent the transmission of communicable diseases.
 - d. Implements Sierra College policies and procedures for athletic training etiquette.
 - e. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff.
3. Administrative Support
 - a. Maintains and documents injuries, treatments, rehabilitation, pre-participation paperwork, and other medical notes.
 - b. Communicates with student-athlete and coaching staff regarding participation status in relation to pre-participation physical evaluation, injury, and illness.

- c. Develops policies and procedures for management and response to emergencies (EAP), infectious diseases, environmental conditions, concussions, and other related issues.
 - d. Organizes and conducts sports medicine eligibility meetings with teams and student athletes prior to the start of sport season.
 - e. Reviews department budget and coordinates the purchasing and use of equipment and supplies.
 - f. Works in collaboration with the District's insurance agent and reviews insurance coverage; assists student athletes and District staff in filling out all appropriate forms and submitting accident reports and insurance claims.
4. Game and Practice Management
- a. Acts as host athletic trainer for all teams competing at District sites; provides athletic trainer services for home and off campus events; acts as liaison to visiting teams' and sports medicine staff to ensure access to appropriate medical services.
 - b. Monitors athletic equipment and fields to ensure safe playing conditions; monitors practices as needed to ensure appropriate and safe training and conditioning of athletes; monitors environmental conditions for safety, including temperature, humidity, air quality, and lighting at athletic facilities and advises coaches to modify or cancel practices, as needed.
 - c. Administers or assists with appropriate emergency medical care, including, but not limited to, first aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), head and neck stabilization, and immobilization of suspected fractures and dislocations; assists with or coordinates transport of injured athletes.
 - d. Complies with Occupational Safety and Health Administration (OSHA) regulations.
5. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods, principles, practices, terminology, and techniques used in athletic training, including the prevention, evaluation, treatment, and rehabilitation of injuries.
- Policies, procedures, and objectives of athletic programs.
- Advanced principles of human anatomy and physiology, including symptoms of athletic injuries, applicable treatments, and first aid methods.
- Therapeutic treatments, manual therapy, equipment, exercises, and conditioning programs.
- Federal, state, and local laws, codes, and regulations regarding athletic training and support of students, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), California Community College Athletic Association (CCCAA), and National Athletic Trainers' Association (NATA) guidelines.
- Basic inventory and purchasing processes and procedures.
- Principles and practices of record keeping.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of the Kinesiology and Athletic Departments, including, but not limited to, operating and maintaining equipment and tools; maintaining and organizing supply inventory and storage facility; and supporting athletic activities.
- Think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions.

- Assist in the development and implementation of a program for the prevention, treatment, and rehabilitation of injuries to athletes.
- Treat injuries and provide rehabilitation according to authorized medical directions.
- Analyze and resolve confidential, difficult, and sensitive situations.
- Use sound judgment in recognizing scope of authority.
- Adhere to Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) compliance guidelines.
- Administer first aid and emergency medical care.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques and safe handling, storage, and disposal of hazardous materials.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in the field of athletic training such as medical records software.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Bachelor's Degree from an accredited college or university with major course work in physical education, sports medicine, physiology, anatomy, or a related field.

Experience

- Two years of experience working in athletic programs.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Bloodborne Pathogens Exposure Control Program Certificate.
- First Aid, CPR, and AED Certificate.
- National Athletic Trainer's Association Board of Certification (NATA BOC) Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in indoor and outdoor environments; moderately noisy; travel from site to site; flexible work schedule, including weekend and evening responsibilities; work in situations which

may require the response or de-escalation of persons who may become physically violent or combative; exposure to all types of weather and temperature conditions, blood borne pathogens, and bodily fluids.

Physical: Primary functions require sufficient physical ability and mobility to work with athletes on playing fields or in training facilities; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate athletic training equipment requiring repetitive hand movement and fine coordination, to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025