



Job Title: Certified Athletic Trainer

Department: Athletics
Reports To: Coordinator of Sports Medicine
Grade: CA-17
Number of Days: 12 Months
Security Access: Site access
Overtime Status: Non-Exempt
Last Revised Date: November 21, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Provide athletic training services to high school and junior high student athletes in Tulsa Public Schools as well as employees of the district. Is a clinical site preceptor for athletic training students from the collegiate/university level as needed.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university

- Athletic Trainer's Certification by the National Athletic Trainer's Association Board of Certification (NATABOC)
- Licensed Athletic Trainer in the State of Oklahoma (LAT)
- CPR/AED/1st Aid certification
- Must have a minimum of 2 years certified athletic training experience working with coaches and athletes

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Maintain all district policies and procedures pertaining to athletic injuries and emergency situations
- Provide and coordinate athletic training services to all high school and junior high athletes including injury prevention, evaluation, first aid care and rehabilitation
- Coordinate with the site AD's and coaches for practice and event coverage of athletic training services
- Coordinate with the AD's and coaches for medical coverage during special events, tournaments and playoff games
- Be accessible either in person or by electronic communication during practices and games
- Assist in the referral process for athletes to access advanced medical emergency, diagnostic, surgical and rehabilitative care
- Communicate with the district coordinator of sports medicine and physicians regarding the status and rehabilitation of injured athletes
- Communicate with coaches regarding the status of their athlete's health
- Communicate with parents regarding the status of their son or daughter's health
- Keep detailed medical records on all participants including pre-participation physicals, emergency information, medical history, injury logs, treatment logs, and physician notes
- Assist with the coordination and implementation of pre-participation physical exams
- Develop and oversee the site athletic training student aide program
- Is a clinical site supervisor for athletic training education students from local colleges and universities
- Assist with the budgeting, purchase and tracking of inventory for the athletic training program
- Maintain environmental cleanliness and safety of the athletic training facilities to OSHA standards for a medical facility
- Report unsafe facility issues with the athletic director
- Assist coaches with designing conditioning and injury prevention programs when necessary
- Attend monthly coaches, AD, and sports medicine meetings
- Assist with clinical coverage at the district sports medicine and wellness center as needed and/or required
- Maintain current licensure, certifications, and obtain continuing education units to stay up to date on the evolving field of sports medicine
- Promote the profession of athletic training through education, example, and awareness
- Other duties as determined by the District Coordinator of Sports Medicine

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to demonstrate organizational skills
- Must be able to demonstrate communication skills
- Must be able to work in a diverse environment of student athletes, coaches, and administrators
- Must be computer literate and proficient in Microsoft Word, Excel, Outlook, and PowerPoint applications
- Must be able to learn and utilize a variety of technological tools and applications as they pertain to athletic training such as athlete paperwork, concussion testing, injury surveillance, documentation, scheduling, and others as needed.

Supervisory Responsibility:

- Is a clinical site preceptor for athletic training students from local colleges/universities

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be able to sit and/or stand for extended periods of time
- Must be able to lift up to 50 pounds from floor to waist occasionally
- Must be able to work in extreme climates outdoors
- Must be able to work nights/weekends/holidays as events dictate
- Must have reliable transportation

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.