



Req: C1819-023

**JOB TITLE: ATHLETIC TRAINER
DIVISION: HEALTH SCIENCES & ATHLETICS**

Classification: Classified
Salary Range: \$4,866 - \$5,957

Retirement Type: PERS*
Closing Date: March 1, 2019

JOB DESCRIPTION

Under the direction of the area Division Dean, and Director of Kinesiology and Athletics, assist the Senior Athletic Trainer in the day to day operations of the athletic training program within the athletics program. Duties shall include the development and implementation of a program for the prevention and care of athletic injuries to student-athletes; administer first aid and emergency care; provide event coverage; treat injuries and provide rehabilitation according to medical directions and standard medical practice set forth by the team physician.

REPRESENTATIVE DUTIES

Assist in providing athletic medical coverage to student-athletes in accordance with the medical guidelines of the California Community College Athletic Association (CCCAA), El Camino College and the State of California.

Devise and recommend methods of preventing injuries and provide reconditioning programs, as necessary, for in-season and off-season student-athletes.

Inspects playing fields, and athletic equipment to eliminate hazards.

Administer first aid and emergency medical care including lifesaving procedures to student athletes.

Administer light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians.

Operate related therapy equipment employing properties of heat, cold, water, sound and electricity.

Provide event coverage at all home/hosted contests, and assigned away contests, including football and/or state playoffs.

Assist College physician and health personnel with health screening examinations for student-athletes.

Recognize athletic injuries and take appropriate steps in managing injuries including referral to appropriate medical facilities.

Maintain accurate and detailed injury and treatment records of student-athletes and others treated.

Maintain the Athletic Training Room and equipment in a clean and orderly condition.

Assist in the development of off-season conditioning programs for student-athletes.

Develop and maintain positive and effective working relationships with student-athletes, coaches, athletic department staff and health center personnel.

Assist in the preparation of the budget for athletic first aid supplies and equipment for approval by the Director of Kinesiology and Athletics.

Make decisions concerning the participation status of injured student-athletes following guidelines from the standard orders.

Facilitate communications between student-athletes and coaches concerning assessment of health and physical status of the student-athletes.

Assist student-athletes and staff in the submission of athletic insurance claims.

Perform related duties as assigned.

KNOWLEDGE OF

California Community College Athletics Association Constitution, especially Bylaw 9, Medical Guidelines.

Methods, practices, terminology, and procedures used in athletic training activities including recognition and prevention of injuries.

Principles and techniques used in the application of light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments.

Principles and standards of assessment and care in concussion screening, assessment and return to play.

Principles and practices of providing work direction.

Principles and techniques of physical conditioning and exercise.

Policies, procedures and objectives of physical education and athletic programs.

Advanced principles of anatomy and physiology.

Symptoms of various athletic injuries and applicable treatment and first aid methods.

Various types of therapeutic treatments, equipment and conditioning programs.

Laws and rules regulations involved in assigned activities.

Oral and written communication skills.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO

Work directly and provide guidance to a diverse population of student athletes participating in our 22 intercollegiate athletic programs.

Work directly and collaboratively with athletic program coaches in the safety and care of student athletes and support of their programs.

Assist in the development and implementation of a program for the prevention of injuries to student-athletes.

Collaborate effectively with the Senior Athletic Trainer and other Certified Athletic Trainers.

Provide supervision of student workers.

Provide guidance, supervision and clinical competencies review for assigned clinical rotation students.

Administer first aid and emergency medical care.

Recognize injuries, treat injuries and provide rehabilitation according to authorized medical directions.

Oversee and provide direction to athletic training interns.

Establish and implement injury assessment and management procedures.

Assist in the preparation of the budget for athletic first aid medical supplies and equipment for approval by the Director of Kinesiology and Athletics.
Read, interpret, apply and explain rules regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Understand and work within the scope of authority.
Maintain records and prepare reports.
Learn and apply budgeting methods and practices.
Utilize computer based injury tracking software.
Ability to maintain Certification by the Board of Certification (BOC).

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in physical education or related field and sufficient experience required for certification.

Please be sure to log into igreentree and check your application status for updates.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license
Board of Certification (BOC), Certified Athletic Trainer
First Aid and CPR certification.

WORKING CONDITIONS

Interact with a wide variety of individuals.
Variable working hours; weekend assignments.
Ability to lift up to 75 lbs.
Indoor and outdoor work.
Twisting, standing, reaching and bending required
Working hours vary: Day, Night, and Weekends, Monday through Saturday.

SALARY: (Step A) \$4,866 per month.

*Salary increases are granted on the first day of the month following each year of service, until step F is reached.

Employees contribute 7% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as full-time, twelve-month classified. Excellent fringe benefits include eight 32-hour workweeks during the summer. *Working hours vary: Day, Night and Weekends, Monday through Saturday and select Sundays.*

Employment is subject to verification of all information provided on the employment application, credential(s), transcripts and Class 3 Physical. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), transcripts, fingerprint results, and tuberculosis examination as required. Candidates selected for employment

must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

Physical standards for this position are available for review in Human Resources.

TO APPLY

Applicants must submit the following documents by the closing date:

- 1) Online application: https://elcamino.igreentree.com/css_classified
- 2) Resume including educational background, professional experience, and related personal development and accomplishments.
- 3) Pertinent transcripts (only in pdf format) as stated in the job qualifications if applicant holds one. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable). Multiple page transcripts must be loaded as ONE pdf document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

- 4) Proof of National certification as an Athletic Trainer through the Board of Certification (BOC).
- 5) Proof of First Aid and CPR Certification.
- 6) Cover letter expressing your interest in the position.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

If you should need assistance please call (310) 660-3593 Ext. 5809 or visit the office between 8:00 a.m. and 4:00 p.m., Monday through Friday.

CLOSING DATE: Friday, March 1, 2019 at 3:00 p.m.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

El Camino College is an Equal Opportunity Employer

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.