



USC University of
Southern California

Head Certified Athletic Trainer Job Description

JOB INFORMATION

<i>Job Code:</i>	131015
<i>Job Title:</i>	Head Certified Athletic Trainer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Athletics Training
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Administers the daily operation of the Athletic Medicine Department. Has responsibility for delivery of physical therapy programs specific to student athletes under guidance of Director of Athletic Medicine. Oversees planning and scheduling, personnel administration, budget and acquisitions. Directly supervises assistant athletic trainers and student trainers.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as a senior trainer in a university's athletic department.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certification in physical therapy, athletic training, & cardiopulmonary resuscitation & evidence of continuing education.

Other Job Factors

- Requires traveling with teams and attendance at major sporting events.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Administers daily operation of Athletic Medicine Department. Plans, organizes and delivers physical therapy programs specific to student athletes as medically prescribed by team physician or Director of Athletic Medicine. Advises and treats student athletes to maintain physical fitness for participation in athletic competition.				
Provides daily treatment of student athletes for injuries and rehabilitation. Evaluates athletes' physical condition, response and progress and discusses with appropriate physician. Informs coaches of status of athletes' condition. Provides referrals to auxiliary medical personnel as needed.				
Provides medical emergency coverage to injured student athletes at practices and athletic events, as needed. Administers first aid until appropriate medical assistance can be obtained.				
Assists all coaches in designing conditioning or rehabilitation programs. Stresses preventative medicine using conditioning exercises, weight training programs, padding, wrapping and taping. Observes and assists the fitting of athletic equipment.				
Provides guidance and supervision to assistant trainers and student trainers. Assigns and schedules work based on department needs. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for disciplinary action.				
Provides historical data and projections for use in developing budget. Advises on budget administration.				
Monitors, reviews and verifies injury reports and medical records. Ensures compliance with internal policies and procedures.				
Monitors and maintains automated inventory records of supplies. Orders new stock as needed. May provide recommendations related to purchase of supplies. May authorize expenditures for supplies within established limits.				
Interfaces with student athletes, staff, coaches, physicians, trainers, parents and auxiliary medical personnel for counseling purposes and information exchange.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and educational classes and participates in professional associations as appropriate.				
Ensures athletic facilities comply with safety procedures.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.