

Policy Title: 12-Month Assistant Athletic Trainer/Approved Clinical Instructor Job Description		Approved Signature(s): <hr/> Department Chair, Athletic Training	
Policy Number: 06.05a12	Date Effective: 10.20.11	Date Replaces: 10.20.11	Page 1 of 3

**Southwest Baptist University  
Job Description**

**Job Title: Assistant Athletic Trainer/Approved Clinical Instructor**

**Faculty Rank: Instructor**

**Date Last Modified: 10.20.11**

**FLSA Status: Exempt**

**Purpose:** This position is a twelve-month, approved clinical instructor faculty and athletic trainer position. The Assistant Athletic Trainer portion is responsible for providing athletic training services to the athletics department. The Approved Clinical Instructor portion is responsible for providing educational services to the Department of Athletic Training. This position reports to and is supervised by the Head AT (day-to-day operations), and the Director of Sports Medicine/Department Chair, AT.

**Assistant Athletic Trainer Essential Functions:**

- Provides athletic training services to sports as assigned by the Head AT or Director of Sports Medicine/Department Chair of AT.
- Provides summer AT Services to the University. (i.e. Rehabilitation, Treatment, Acute Care, Coverage)
- Assist in the application of PPE's.
- Assist's the Head AT in the Coordination and Orientation of Part-Time AT's
- Assists in the Head AT in Creating, Maintaining, and Adheres to emergency action plan
- Prepares and maintains an athletic training kit for assigned teams (insurance information and appropriate supplies)
- Coordination of care (transportation to appts.) of assigned sports regardless of season.
- Referring athlete with appropriate information. (Primary and Secondary Insurance Information, HIPAA release forms, injury reports, rehab records)
- Fulfills secondary insurance responsibility (as per Head AT)
- Documentation – follows proper documentation of athletic injuries, rehab and treatment records, med logs, etc.)
- Appropriately schedules physician appointments. (Contract with CMH must be adhered to)
- Appropriately refers athlete to CMHSMC rehabilitation (Contract must be adhered to)
- Communicates regularly with assigned Head and Assistant Coaches in person.
- Develops Rapport and Trust with Assigned Coaches
- Communicating daily progress reports of athletes to coaches of assigned sports (regardless of season)
- Appropriately creates End-of-Season and End-of-Year Reports to coaches of assigned sports.
- Communicating with CMHSMC and reporting to coaches regarding the progress of injured athletes, physician results, and other important information.
- Responsible for preparation, deliver, and retrieval of ice and water to all out-of-season and transitional season sports (Under Direction of the Head AT)
- Assists the Head AT with NCAA Drug testing
- Communicates supply and equipment needs to Head AT or Director of Sports Medicine
- Provides back-up AT Coverage as directed by the Head AT or Director of Sports Medicine
- Professionalism (office space, appearance, communication, etc.)

- Performs all other duties as assigned by the Head Athletic Trainer or Director of Sports Medicine/Department Chair of AT

**Approved Clinical Instructor Essential Functions:**

- Instruction and evaluation of clinical performance and proficiencies in ATH 3023 - ATH 4123 Athletic Training Practicum I-IV courses.
- Appropriately communicates student grades, and submits completed student modules.
- Administers appropriate clinical supervision as it applies to the CAATE accreditation standards, and the *Policy and Procedure Manual* in the Department of Athletic Training.
- Ensure the mission of the University is incorporated into the activities under the direction of the Department Chair of Athletic Training.
- Adheres to the SBU Faculty Handbook.
- Adheres to the Department of Athletic Training's Policy and Procedure manual.
- Serves on University committees as assigned.
- Performs ATS performance evaluations, holds individual meetings with each student to review
- Provides feedback in a constructive manner to ATS
- Encourages ATS.
- Other assigned academic duties

**Overall Essential Functions:**

- Practices legal and ethical behavior
- Effective supervisory skills
- Cooperation/adaptability
- Clinical competence
- Administrative skills
- Positive attitude
- Accepts constructive criticism
- Availability/Approachability
- Teachability
- Tactfulness with receiving and giving admonition (correction, reproof or advice)

**Performance Standards**

- Job knowledge
- Responsibility
- Customer service orientation
- Organizational Skills
- Initiative
- Judgment
- Communication
- Time management
- Job related areas

**Supervision:**

This position reports to and is supervised by the Head AT (day-to-day operations), and the Director of Sports Medicine/Department Chair, AT.

**Education and Experience:**

**Required:**

- Hold an earned academic bachelor's (for adjunct ACI), or master's (for SBU Instructor ACI) degree or higher in a relative discipline or field from a regionally accredited university or college
- Demonstrate appropriate work or professional experience in athletic training for a period of at least 1 year.
- Currently holds or is eligible to hold a Missouri Athletic Training License

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- Current athletic training certification through BOC
- Complete the institutional clinical instructor training program.

**Preferred:**

- Previous experience as a college-level athletic trainer
- Previous experience supervising and evaluating student athletic trainers

**Equipment:**

Must be able to operate standard office equipment such as personal computer, fax machine, photocopier, and therapeutic clinical equipment including ultrasound, whirlpool, electrical stimulation, etc.

**Working Conditions:**

Must be able to work in athletic training room environment. Must be able to travel with athletic teams and be present for athletic events. Must be available for night and weekend responsibilities.

**Physical Requirements:**

- Be able to withstand outdoor and indoor environmental conditions day or night such as heat, cold, rain, snow, ice, wind, sun, etc.
- Prolonged standing and/or sitting 5-8 hours
- Be able to drive a motor vehicle
- Be able to lift 50 to 75 lbs from ground to shoulder height repeatedly / daily
- Be able to sprint or run 200-300 yards
- Be able to bend, stoop, extend, flex, rotate at the ankles, knees, trunk, shoulders, and cervical regions to perform athletic training services duties

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Signature

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Date