

ATHLETIC TRAINING COORDINATOR

DEFINITION

Coordinates and oversees the development, promotion, and requirements pertaining to the athletic trainers, athletic training programs, and athletic training facilities at school sites throughout the District.

TYPICAL DUTIES

- Collaborates with the Career Technical Office to support and expand Sports Medicine Programs throughout the District.
- Enlists medical expert(s) in the oversight of athletic training programs throughout the District.
- Collects and analyzes data from an injury tracking system (e.g., iSTAR) to create reports for the Superintendent and the Board of Education.
- Maintains accurate medical documentation by tracking student injuries and ensuring that injuries to student-athletes are followed up appropriately (i.e., medical clearances, return-to-learn, etc.).
- Liaises among various District offices and departments such as Student Health and Human Services, Interscholastic Athletics Division, school campuses, and the Office of the Superintendent regarding student-athlete health and safety.
- Organizes continuing education or training opportunities for Athletic Trainers.
- Develops and maintains standard operating procedures manuals or handbooks for Athletic Trainers.
- Researches and sources grants to establish, maintain, and upgrade athletic training facilities at school sites.
- Provides information on District policy regarding athletics and student-athlete safety.
- Informs on budget implications for activities related to athletic training in schools.
- Develops strategic community partnerships with strategic businesses or foundations that support the hiring of athletic trainers, the creation of sports medicine programs to ensure student-athlete safety.
- May perform duties of an Athletic Trainer, as necessary during practices or sporting events in case of emergency or illness.
- Performs related duties assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Athletic Training Coordinator develops and promotes athletic training facilities at school sites throughout the District and assists schools in applying for grants to upgrade athletic training facilities.

An Athletic Trainer works with the Athletics Director in the development and implementation of programs for the prevention, recognition, evaluation, care, and rehabilitation of student athletic injuries.

An Athletics Assistant assists in the physical conditioning and instruction of athletes.

SUPERVISION

General supervision is received from the Coordinator of Interscholastic Athletics or other higher level administrator.

CLASS QUALIFICATIONS

Knowledge of:

- Current and future trends relating to athletic wellness
- Principles of public relations
- Advanced principles of athletic training, kinesiology, physiology, and nutrition
- Standard of care delivery policies and regulations consistent with the National Athletic Trainers' Association
- Standard first-aid techniques
- Preventive safety rules and applicable techniques
- Safety standards for the use of athletic equipment
- Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)
- Healthy lifestyle wellness

Ability to:

- Communicate effectively both orally and in writing
- Establish and maintain open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation
- Establish and maintain professional working relationships with the Medical Director, School Athletic Director, Coaches, and other designated school staff
- Analyze problems and communicate and implement solutions
- Plan and organize work to meet deadlines
- Work effectively with District personnel, representative of other organizations, and the public
- Prepare clear and concise reports
- Exercise tact and good judgement

ENTRANCE QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field. A master's degree in one of the aforementioned areas is preferable.

Experience:

Three years of experience in athletic training, physical therapy, or a related field. Experience in coordinating and planning athletic services is preferred.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Travel to locations throughout the District may be required

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

02-20-20

JAP

Updated

07-17-25

Transportation

Language Only