



Job title: Head Athletic Trainer

Department: Athletics

Reports to: Athletic Director

Position summary: To provide overall leadership and coordination of medical services to the St. Anne's-Belfield School Athletic Program, facilitate programs that provide worthwhile learning experiences, and work closely with the Director of Athletics, Division Heads, student-athlete's physician, and School's consulting doctor.

Position responsibilities:

- Continue to develop and enhance the overall sports medicine program, including: injury prevention programs, injury evaluation techniques, injury management, injury treatment and rehabilitation, educational programming and community updates, and counseling for student athletes of the sports medical program.
- Provide outstanding onsite athletic training coverage and services for all St. Anne's-Belfield School athletic practices, home athletic events, and occasional away contests as determined. Develop game and practice medical coverage schedules. Provide all coaches and the Director of Athletics with a schedule of training room hours and event medical coverage.
- Maintain an effective and efficient athletic training room including layout and organization of recordkeeping, documentation, incident reports, and daily treatments.
- Evaluate and recommend new techniques, adjustments, and equipment that would enhance and benefit the performance of athletes and quality of recovery.
- Communicate and manage athletic clearance requirements through Magnus Health
- Distribute emergency medical permission/emergency contact information to each team.
- Manage accurate records of treatment and rehabilitation procedures. Maintain a file of students', medical examinations, insurance forms, treatment records, doctor referrals, and parent consent forms.
- Initiate first aid, CPR and other medical assistance as is reasonable and possible under the circumstances pending the arrival of emergency medical services.
- Maintain daily office hours on a schedule agreed upon with the Athletic Director to facilitate consultation with and treatment of student-athletes and coaches.
- Implement and maintain thorough understanding of comprehensive emergency plan for athletic facilities amongst coaches.
- Arrange and administer baseline concussion testing for all 7th-12th grade student-athletes.
- Provide professional development and periodic research to the full faculty about the physiological basis for concussions and their effects on the body of an adolescent, both physically and cognitively.
- Manage return to learn concussion protocol process thoroughly, meeting with the respective teachers, doctors, and parents about the status and progress of a concussed student-athlete. Manage academic plan and return to full-programmatic participation with those impacted.
- Provide nutritional information to student-athletes and coaches and establish a basic educational information and first aid training program for student-athletes and coaches.

- Periodically observe coaches, assistant and intern athletic trainers, and student-athletes sufficiently in order to make medical recommendations or improvements to the Director of Athletics.
- Develop and manage a yearly budget for the sports medicine program.
- Facilitate communication between the School, coaches, parents, student-athletes, administrators, and doctors on all student-athletes' medical situations and his/her progression back to full participation.
- Develop and maintain an effective portable communication system with all coaches to ensure a complete emergency communication system is operative at all times.
- Routinely check and oversee the maintenance of all AEDs and all other medical equipment.
- Establish, maintain, equip, and supply training facilities on the St. Anne's-Belfield School campus. Provide for the cleaning, repairing, and storing of all athletic training equipment and facilities. Maintain a perpetual inventory of all training room equipment.
- Maintain a comprehensive internship program and relationship with the University of Virginia sports medicine program.
- Assist the athletic director with other duties as needed.

Essential Skills:

- Extensive knowledge of the evaluation, prevention, treatment, and rehabilitation of athletic injuries
- Ability to provide accurate recommendations for treatment and rehabilitation of minor injuries under the supervision of the student-athlete's physician
- Ability to carry out assessment of major injuries and to provide initial care for possible catastrophic injuries
- Ability to work closely with the Associate Athletic Trainer, Athletic Director, and other members of the department
- Ability to manage positive relationships with a diverse group of coaches, students, parents, peers, and community members.
- Ability to influence change, and create buy-in across a wide community group.
- Self-starter, motivated, innovative, optimistic mentality
- Personable, great communication skills, and highly organized
- Ability to establish a network of physicians for student-athlete consultation within the St. Anne's-Belfield School community

Education and experience:

- **Minimum:**
 - National Athletic Trainers Association Board Certification as an ATC (have or be eligible for Virginia state licensure), and maintain the standards established by the NATA. Physical Therapist Certification beneficial
 - Previous athletic training experience and exceptional knowledge and implementation of the overall operation of athletic training services
- **Preferred:** Master's Degree, experience supervising or working with multiple athletic trainers

Reporting to this position: Supervises intern athletic trainers

Physical demands and work environment: Working conditions are normal for an office environment. Office environment with frequent interruptions.