



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Senior Athletic Trainer

WORK SCHEDULE: Monday – Thursday: 7:30am – 6:00pm
Friday: 7:30am-11:30am

SALARY: \$28.31/hour

DEADLINE: August 29, 2019
START DATE: September 2019

BASIC FUNCTION:

Under the direction of the Athletic Director, and in conjunction with the Certificated Athletic Trainer position, performs professional work implementing preventive measures to ensure safety and high quality care of student athletes in various sports; assess the level of injury and provide standard immediate care procedures used in emergency situations; Develop treatment programs, including long and short-term goals and an appraisal of those which the student athlete can realistically be expected to achieve from the program; and administer rehabilitative treatment to student athletes (as prescribed by a physician). Supervise, organize, coordinate various support services associated with the health and safety of student athletes. Performs other related duties as may be assigned by the immediate supervisor or the Certificated Athletic Trainer position. Incumbents in this classification must also complete continuing education requirements for ongoing maintenance of National Athletic Trainers Association (NATA) certification. This classification is part of the Confidential/Management/Supervisory Employee Group and is overtime exempt.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Understands and uses preventive measures to ensure the safety and highest quality of care of student athletes in various sports. Screens student athletes for physical condition. Assures compliance with safety standards by properly fitting athletic equipment, protective taping, padding, knee and ankle bracing, and other related protective gear. *E*
- Assesses the level of injury and provides standard immediate care procedures used in emergency situations. *E*
- In consultation with the Certificated Athletic Trainer, oversees the administration of the training room facilities.
- In consultation with the Certificated Athletic Trainer position, develops or assists in the development of a treatment program including appropriate treatment, rehabilitation and/or reconditioning strategies; treatment program objectives including long and short-term goals and an appraisal of those which the student athlete can realistically be expected to achieve from the program; educates and counsels athletes about the nature of injuries and the treatment program to be followed; and coordinates and/or administers rehabilitative treatment as prescribed by a physician and other preventive treatment programs, including the use of a variety of therapeutic exercises, massage techniques, neuro-muscular coordination training, passive motion equipment, and therapeutic devices. *E*
- Upon receipt of a physician's medical release, consults with the Certificated Athletic Trainer position to discontinue the treatment program and to determine when the student athlete is able to resume participation in sports program.
- Provides and maintains a variety of records and reports including injury and accident reports, rehabilitation logs, and insurance claims. Maintains and updates student athlete files. *E*
- Maintains the confidentiality of student athlete files, including medical and treatment information/records in accordance with applicable laws. *E*
- In consultation with the Certificated Athletic Trainer position, arranges and administers on-campus clinics by team physician; arranges physician and ambulance coverage for home games. *E*
- Supervises and coordinates the work direction and guidance to student trainees as assigned.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES (continued):

- Participate in selection, training and scheduling of student trainees and other student workers.
- Performs other related duties as may be assigned by immediate supervisor or the Certificated Athletic Trainer position.

EDUCATION AND EXPERIENCE:

- Bachelor's degree with course work in physical education, athletic training, or related field (e.g., pre-medical sciences, kinesiology, exercise physiology, biology, or exercise science); **AND**
- Two years athletic training experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a National Athletic Trainers Association Certification.
- Possession of valid First Aid and CPR certificates issued by an authorized agency.
- Possession of, or ability to obtain, a valid Class B California driver license.

KNOWLEDGE OF:

- Modern practices and techniques of preventive and rehabilitative treatment used in athletics.
- Injury assessment and standard immediate care procedures used in emergency situations.
- First aid and CPR.
- Medical terminology and human anatomy.
- Applicable FERPA and HIPPA regulations.
- Requires a complete knowledge of the equipment, materials, and supplies used in a college athletic and physical education program.
- Principles, methods and techniques of physical therapy.
- Equipment, materials and supplies used in (higher education) athletic and physical education programs.
- Methods and techniques of properly fitting athletic equipment.
- Record-keeping and report writing methods and practices.
- Proper methods of storing athletic equipment, materials and supplies.
- Health and safety regulations.
- Oral and written communication techniques and skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Assess injuries and provide standard immediate care procedures used in emergency situations including first aid and CPR.
- Provide preventive and rehabilitative treatment to physical education students and student athletes in a higher education setting.
- Evaluate and treat a variety of athletic and physical education injuries.
- Perform physical therapy as directed.
- Apply and fit protective taping, padding, braces and other related protective athletic equipment.
- Maintain and repair athletic protective equipment.
- Recognize unsafe conditions potentially dangerous to athletes.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work effectively under time constraints.
- Maintain records and prepare reports.
- Travel to athletic events as assigned.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Athletic Equipment Assistant and Student Trainees.

PHYSICAL EFFORT:

- Occasional use of stairs and ladders.
- Occasional kneeling, squatting, jumping, running, throwing and crawling.
- Occasional use of manual dexterity.
- Frequent standing, walking and sitting.
- Occasional lifting and carrying up to 50 lbs.
- Frequent stooping and body twisting.
- Frequent work at a rapid pace.
- Frequent use of tactile, audio and visual acuity.
- Frequent reaching at high and low levels.

WORKING CONDITIONS:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Chemical fumes.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Temporary, Short Term Employment Application*.
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts:
 - a. Submit transcripts of **ALL** college-level coursework that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to:

<http://www.avc.edu/administration/hr/employment.html>

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.