



THE KING'S ACADEMY

Job Title: Certified Athletic Trainer
Job Status: Full-Time, 11 Months
Exempt Status: Exempt
Department: Athletics
Reports to: Executive Athletic Director

Job Summary

The primary responsibility of the Athletic Trainer is to coordinate programs of preventative care, emergency care, immediate first aid and therapeutic/rehabilitation for TKA's student athletes. This position exhibits a high degree of independent judgment and must effectively communicate with students, parents and other school personnel.

Essential Job Functions

Regular Activities

- Administer treatment of an athlete's minor athletic injuries and conditions
- Supervise rehabilitation programs for athletes under the direction of the physician
- Train coaching staff about injury prevention, conditioning programs and the selection, care and fitting of protective equipment
- Organize, take inventory, and replenish athletic training room supplies
- Coordinate medical doctors for all large athletic events including all home football games
- Schedule the team's physical exams with the team physician per CIF requirements
- Maintain medical files for all athletes
- Provide athletic training supervision at all home events (meets, tournaments, games, etc)
- Keep a clean and organized athletic training room
- Liaison with physicians, athletes, parents, coaches and TKA nurse
- Collaborate with HS and JH Athletic Director on enforcing athletic requirements per CIF requirements
- Manage and conduct all baseline concussion testing for HS athletes
- Attend the Staff and Student Retreats every year, as scheduled by the Administration
- Participate in an off-campus service week, as scheduled by the Spiritual Life Department.
- Referring athletic injuries to physicians for diagnosis and/or treatment
- Provide accurate and timely treatment protocols as directed by the athlete's physician

Qualifications

Education and Experience

- Bachelor's degree required (Sports Medicine or similar field)
- CPR, AED and First Aid Certification
- Athletic Trainer Certified (ATC) as certified by the BOC
- Minimum three years experience as an Athletic Trainer

Skills and Abilities

- Excellent written and verbal communication skills
- Strong leadership qualities and mentoring skills
- Proficient with Microsoft Office, Google Suite
- Ability to learn new computer software systems
- Able to work both independently and in a team setting

Core Characteristics

- Commitment to loving and serving Jesus Christ
- High emotional intelligence
- Positive, flexible, resourceful and solution-oriented
- Maintain confidentiality in all conversations
- Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers
- Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Frequently communicates with students, parents and coaches
- Will move throughout the campus during the day and will travel to offsite locations
 - Must be able to and willing to drive school vehicles and carts
- May occasionally have to lift up to 50-pounds
- Work is generally performed, **Mid July-Mid-June, Monday-Friday from 11:00 am to 7:30 pm**
 - Must be available for home football games, away games and playoff travel
 - Approximately **two Saturdays per month** and the occasional overnight (for trips/events) will be required. As much advance notice as possible will be provided.
 - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.