

## Certified Athletic Trainer

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Director, Athletics, the Athletics and Activities Managers (AAM) and Principal, the Athletic Trainers will lead and administer the athletic training program in every high school to all student athletes participating in all sports. This includes the prevention, care, rehabilitation, education, and emergency management of injuries. The role will provide competitive and non-competitive season event coverage (e.g., games and practices), and will travel with the team during the competitive season. The Certified Athletic Trainer will oversee the athletic training facilities and equipment to ensure safe and sanitary conditions in compliance with county, state, and national guidelines. Acts as a liaison between and establishes effective communication and working relationships with coaches, school staff, student athletes, parents/guardians, physicians, and other community stakeholders. A secondary purpose includes coverage of other team events or practices within the athletic training staff structure and performs administrative duties to be assigned by the Director of Athletics and Activities and/or the Managers of Athletics and Activities (AAM). **The scheduled hours of work will be 1:00 pm-8:00 pm and the Athletic Trainers must be available to work flexible day/night schedules to cover practices and evening scheduled events. This position is FLSA exempt.**

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Oversees and supervises all aspects of the local school's athletic training program The athletic trainer will provide game, & practice coverage, daily treatments, injury prevention, rehabilitation of injuries and maintain medical records for pre-season training, instructional league, and winter program.
- Provides care and management of injuries and illnesses including prevention, evaluation, management, and rehabilitation protocols.
- Maintains proper medical records in accordance with best practices and minimum standards. Maintains a clean & organized athletic training office and workspace with up-to-date sterilization standards and best practices.
- Conducts maintenance of medical equipment.
- Demonstrates the ability to appropriately use the chain of command and protocol in injury management. Determines individuals' readiness to participate. Effectively communicates with the student athlete, athlete's family and staff regarding the student athlete's status.
- Prevents, recognizes, evaluates, and provides immediate care, rehabilitation and reconditioning of athletic injuries/illness.
- Provides rehabilitative care for injured student athletes. Coordinates care with the student athlete's parents, physicians, coaches, and school staff.
- Maintains and updates coaches' education requirements regarding heat illness, sudden cardiac arrest, CPR, AED certification, and concussion management education.
- Provides staff training in CPR/AED, and Care & Prevention of Athletic Injuries (COMAR requirement)

- Provides required training and continuing education at school and countywide meetings.
- Performs preventative taping, bracing, wrapping, and padding of injured areas, renders first aid and emergency care during practices and contests.
- Covers athletic practices and contests for first aid and emergency care.
- Coordinates the annual required athletic physicals and supervise the clearance of injured athletes prior to and during the sport seasons.
- Maintains a line of communication with the team physician(s) regarding athletic health care and recommended treatment/rehabilitation for all athletic injuries.
- Assists coaching staff in evaluating and implementing sport specific conditioning programs and methods. • Maintains an effective and efficient athletic training office
- Maintains communication with parents or guardians on the care & treatment of their student-athlete.
- Files all necessary reports associated with athletic injuries and/or incidents.
- Maintains a daily treatment log.
- Oversees the ordering of supplies pertaining to the athletic training room and maintain an up-to-date inventory. Provides the Athletic Director with an annual budget for supplies and equipment. Equips each team with appropriate medical equipment.
- Assists in the selection and fitting of protective equipment, including special taping, pads, or braces. Creates a safe playing environment by monitoring and controlling environmental risks.
- Shares professional literature relative to athletic training with the schools.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

#### **Education:**

- Bachelor's degree in Athletic Training, from a CAATE (Commission on Accreditation Athletic Training Education) accredited program.

#### **Certification:**

- National Athletic Trainer's Association (NATA) Board of Certification (in good standing or pending).
- AED and CPR certification.
- Hold a current Maryland Board of Physicians Athletic Training License and Evaluation and Treatment Protocols with Supervising Physician or obtain this license within 60 days of hire.  
or
- Hold a current out-of-state Board of Physicians Athletic Trainer's License and Evaluation and Treatment Protocols or pending with a Supervising Physician.

#### **Experience:**

- 1 (one) year of experience in athletic training in high school, collegiate or professional sports.

### **PREFERRED QUALIFICATIONS**

- Master's degree in athletic training, from a CAATE (Commission on Accreditation Athletic Training Education) accredited program.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **SPECIAL REQUIREMENTS**

If the Maryland Board of Physicians Athletic Training License and Evaluation and Treatment Protocols with Supervising Physician is not obtained within 60 days of hire, continued employment will be reviewed by the Office of Human Resources.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 25, 79,880-\$102,421. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts, certifications, and licenses) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

[recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.