

## ATHLETIC TRAINING PROGRAM ADMINISTRATOR

### Definition

Plans, implements, evaluates, and revises a comprehensive athletic health care and injury treatment and tracking program; and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

Plans, implements, and assesses athletic health care services; oversees the Injury Treatment and Tracking System. Acts as a liaison between the local school-based administrators and National Athletic Trainers Association's (NATA) certified athletic trainers and the division superintendent's office, cluster directors, departmental offices, school-based administrators, Fairfax County Fire and Rescue Department, athletic officials associations, athletic coaches associations, and Virginia High School League Sports Medicine Advisory Committee to include the Northern Region and District Councils, and local media and cable channel Red Apple 21; develops, implements, and provides evaluation procedures for NATA Board of Certification certified athletic trainers employed by Fairfax County Public Schools (FCPS); develops, implements, and provides evaluation procedures for athletic training programs in each high and secondary school; conducts orientation and in-service training for all coaches and athletic trainers (including substitutes); coordinates substitute athletic training program database, including employment verification; provides computer technical support, hardware, and software for the mandatory record keeping system; collects and analyzes the data produced by the injury treatment tracking system; develops and distributes season injury and treatment reports, and makes appropriate recommendations; assists each high and secondary school's athletic training staff in the acquisition of a volunteer team physician; provides training and/or curriculum support; develops and maintains the division-wide certified athletic trainers coverage policy; coordinates athletic training coverage; coordinates the maintenance and purchasing of athletic training equipment; revises and maintains Athletic Training Program Policy and Procedure Manual; secures and coordinates services of local volunteer doctor; serves as a spokesperson with outside agencies, community groups and the media; coordinates grant protocols and funding; provides financial oversight of centrally-funded athletic training programs; coordinates the university athletic training student program and the annual recruiting and hiring of certified athletic trainers; and coordinates and conducts annual safety inspections of athletic training facilities and makes recommendations.

### Supervision Received/Given

Receives limited direction from a director. Participates in the screening, selection, assignment, supervision and evaluation of certified athletic trainers assigned to secondary and high schools. May supervise lower-graded employees, as assigned. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Any combination of experience and education equivalent to a bachelor's degree in athletic training, plus six years of progressively more responsible clinical experience as an athletic trainer in a secondary school setting. Secondary school teaching credentials preferred. Must be a Virginia Board of Medicine licensed athletic trainer and NATA Board of Certification certified athletic trainer in good standing. Master's degree in an appropriate field may be substituted for one year of required experience. Demonstrated proficiency in applicable database software. Proficiency in the development of division-wide policies and procedures related to the provision of athletic health care to the secondary school aged population; ability to communicate effectively, both orally and in writing; and ability to become a member of NATA District 3 and the Virginia Athletics Trainers Association.

