



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Athletic Trainer	Exemption Status:	Exempt
Reports to:	Director of Athletics & Principal	Pay Grade:	02
Works with:	Students/Faculty/Parents	Days:	208
Dept. /School:	High School	Date Revised:	05/30/2017

Primary Purpose:

The athletic trainer is responsible for the care and treatment of all of the athletic injuries sustained by boys and girls participating in the athletic program. The athletic trainer will act as liaison between physician and coach to make their jobs easier.

Prerequisites:

- Bachelor's degree; and
- A valid Texas Department of Health Trainer's License.

Special Knowledge/Skills:

- Knowledgeable and skilled in dealing with injuries and able to work with doctors and coaches

Major Responsibilities and Duties:

1. Treat all minor injuries.
2. Work under the direction of the team physician and/or family physician in the treatment of injuries.
3. Keep a written record of all injuries and treatment administered.
4. Keep a file on physical examination reports and parent's permission forms.
5. Fill out all insurance claim forms dealing with athletic injuries.
6. Keep the athletic office informed of surgeries and make sure that family insurance claims have been filed when applicable.
7. Responsible for working with and developing the proper relationship with the team physicians, coaches, athletes and family of injured athlete.
8. Develop training room rules, regulations and procedures.
9. Supervise student trainers and managers.
10. Set up the practice field.
11. Fits helmets and shoulder pads on the players.
12. Contacts parents to give extent of injury reports and keeps them informed.
13. Checks with the physician when in doubt about an injury.
14. Recognizes that the team physician has the final say concerning an athlete's physical ability to participate.
15. Makes sure that parents understand the policy concerning injury, payment and the insurance.
16. Keeps inventory of all trainer's supplies.

Athletic Trainer Continued...

17. Prepares an annual request for training supplies to be submitted to the Director for Sports Administration.
18. Present at all football practice sessions, varsity football, basketball and baseball games and varsity track meets and other athletic contests as assigned by the Director of Sports Administration.
19. All other duties assigned.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____