UNIVERSITY OF SOUTHERN CALIFORNIA

Head Certified Athletic Trainer

Job Code: 131015

Grade: L
OT Eligible: No
Comp Approval: 7/12/2012

JOB SUMMARY:
Administers the daily operation of the Athletic Medicine Department. Has responsibility for delivery of physical therapy programs specific to student athletes under guidance of Director of Athletic Medicine. Oversees planning and scheduling, personnel administration, budget and acquisitions. Directly supervises assistant athletic trainers and student trainers.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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Administers daily operation of Athletic Medicine Department. Plans, organizes and delivers physical therapy programs specific to student athletes as medically prescribed by team physician or Director of Athletic Medicine. Advises and treats student athletes to maintain physical fitness for participation in athletic competition.

Provides daily treatment of student athletes for injuries and rehabilitation. Evaluates athletes' physical condition, response and progress and discusses with appropriate physician. Informs coaches of status of athletes' condition. Provides referrals to auxiliary medical personnel as needed.

Provides medical emergency coverage to injured student athletes at practices and athletic events, as needed. Administers first aid until appropriate medical assistance can be obtained.

Assists all coaches in designing conditioning or rehabilitation programs. Stresses preventative medicine using conditioning exercises, weight training programs, padding, wrapping and taping. Observes and assists the fitting of athletic equipment.

Provides guidance and supervision to assistant trainers and student trainers. Assigns and schedules work based on department needs. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for disciplinary action.

Provides historical data and projections for use in developing budget. Advises on budget administration.

Monitors, reviews and verifies injury reports and medical records. Ensures compliance with internal policies and procedures.

Monitors and maintains automated inventory records of supplies. Orders new stock as needed. May provide recommendations related to purchase of supplies. May authorize expenditures for supplies within established limits.

Interfaces with student athletes, staff, coaches, physicians, trainers, parents and auxiliary medical personnel for counseling purposes and information exchange.

Stays informed of developments in field. Reads pertinent literature, attends meetings and educational classes and participates in professional associations as appropriate.

Ensures athletic facilities comply with safety procedures.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

| Essential: | No | Yes | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Certification in physical therapy, athletic training, & cardiopulmonary resuscitation & evidence of continuing education. Experience as a senior trainer in a university's athletic department.

**Preferred Education:**

Master’s degree

**Preferred Experience:**

10 years

**Skills:** Other:

Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Professional/Paraprofessional

Comments:
Requires traveling with teams and attendance at major sporting events.

SIGNATURES:
Employee: ________________________________  Date:_____________________________
Supervisor: ______________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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