

## **HEAD ATHLETIC TRAINER/KINESIOLOGY INSTRUCTOR**

### **GENERAL STATEMENT:**

Responsible for the administration of the athletic training program for intercollegiate sports and cheerleading.

### **REPORTS TO:**

President/Athletic Director; Assoc. VP for Instruction

### **OCCUPATIONAL GROUP:**

Faculty

### **FSLA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's Degree with 18 graduate hours in Health and/or Kinesiology.

#### **LICENSE OR CERTIFICATION:**

Must be licensed by the Texas Advisory Board for Athletic Trainers; or hold NATABOC certification and be eligible for temporary license in Texas First Aid/ CPR.

#### **EXPERIENCE:**

Two years related work experience.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Direct athletic training program including supervision and recruitment of student athletes.
- Coordinate game management duties for athletic practices and contests.
- Monitor and direct student athletic insurance program.
- Secure and maintain student-athlete health/injury records and insurance policies.
- Process applicable forms and review and approve student athletic bills.
- Prepare course syllabi and teaches courses as scheduled.
- Schedule student athletes for physical evaluations and medical referrals.
- Provide emergency care on campus.
- Establish codes of conduct and rules for use of training facilities.
- Coordinate the purchasing and inventory of supplies and equipment.
- Develop and administer budget.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Will be required to work irregular hours including nights, weekends, and holidays.
- Some light lifting may be required.
- Will be required to work in inclement weather conditions.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved:      08/05/09      Revised:    5/12/11*

*JD429*