

# **New Berlin CUSD #16**

## **Job Description**

Position Title: Athletic Trainer

Qualifications:

1. Bachelor's degree or master's degree from a program accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
2. Board of Certification (BOC) Certified Athletic Trainer.
3. State licensure by the Illinois Department of Financial and Professional Regulation (IDFPR).
4. Proof of current certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) for Healthcare Providers and Professional Rescuers or its equivalent, according to the Illinois Department of Financial and Professional Regulation (IDFPR).
5. Maintain continuing education requirements as specified by the Board of Certification (BOC).
6. Strong communication, organization, and interpersonal skills.

Department: District Athletic and Activities Director

Location: High School

Reports To: Athletic Director

FLSA Status: Non-Exempt

Revised Date: 06/26/25

**Job Goal:** To oversee the health and well-being of student-athletes across all school sports programs. The Athletic Trainer will be responsible for injury prevention, evaluation, treatment, and rehabilitation, as well as maintaining medical records and working collaboratively with coaches, parents, and healthcare professionals.

**Performance Responsibilities:**

1. Provide on-site care for athletic injuries during practices, games, and other sporting events.
2. Conduct injury evaluations and create individualized treatment and rehabilitation plans including junior high athletes.
3. Coordinate with physicians and healthcare professionals for injury diagnosis and care.
4. Monitor and maintain injury logs, treatment records, and medical documentation in accordance with school policies and legal requirements.
5. Collect and maintain emergency contact information and sharing with coaches.

6. Develop and implement injury prevention programs and educate student-athletes and coaches on proper techniques.
7. Manage athletes' medical conditions (asthma, diabetes), etc.
8. Ensure proper hydration, conditioning, and equipment safety.
9. Maintain and organize training room facilities, supplies, and equipment.
10. Act as a liaison between student-athletes, coaches, families, and medical professionals.
11. Coordinate care with co-op athletic trainers for co-op athletes.
12. Attend all scheduled practices, games, and events for New Berlin and the respective co-op teams that require medical presence.
13. Develop a schedule of game coverage home high school games based on high risk to low risk for New Berlin and the respective co-op teams.
14. Conduct site visits for South County athletes that co-op with New Berlin during the day (travel to Franklin/Waverly).
15. Meet with officials prior to the game.
16. Manage inclement weather and report to coaches and the Athletic Directors using the WetBulb Globe Temperature (WBGT).
17. Provide athletic training services to visiting teams if no athletic trainer is with them.
18. Participate in emergency action planning and respond to medical emergencies.
19. Conduct CPR/AED drills with the school emergency team and school nurse.
20. Assist in maintaining AEDs in conjunction with the school nurse.
21. Assist the school nurse in training staff and coaches in emergency protocols.
22. Comply with all relevant school, district, state, and national regulations and policies.
23. Perform other duties as may be assigned by the District Athletics and Activities Director.

Working Conditions: Work is performed indoors and outdoors, including during extreme weather conditions. Frequent evening and weekend hours are required. Must be able to lift, carry, and move equipment up to 50 pounds. Occasional travel for games is required.

Terms of Employment: 200 days per year that may span over the 12 months of the year including holidays, winter and spring breaks based on the school calendar. The salary will be established annually by the Board of Education. Work hours will be determined and are subject to change with district demands. Position constitutes an employee at will of the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy.