

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**Athletic Trainer/Equipment Manager**

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**Date of Adoption:** August 25, 2011

**JOB TITLE:** Athletic Trainer/Equipment Manager

**REPORTS TO:** Assistant Principal-Athletics and High School Principal

**NATURE AND SCOPE OF JOB:**

The Athletic Trainer/Equipment Manager will discharge treatment, rehabilitative services and preventive care to all athletes as necessary. Coordinated with the team doctor and the school nurse and in cooperation with the coaching staff, he/she will insure that all student athletes receive the best proper medical attention. In addition, he/she will assist the Assistant Principal for Athletics in the maintenance, collection and distribution of athletic equipment within the school district. He/she shall be responsible to the Assistant Principal for Athletics and the Principal of the High School. The Athletic Trainer/Equipment Manager shall keep them informed of his/her day to day schedule and functions and alert them to any situation needing their attention. The basic workday of the Athletic Trainer/Equipment Manager is detailed in Section c of Appendix C of the collective bargaining agreement between the Board and the Education Association.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

1. The Athletic Trainer/Equipment Manager services injured students during study periods, physical education classes (when students are excused) and during lunch periods, as well as after school and after practice.
2. The Athletic Trainer/Equipment Manager administers first aid to injured athletes.
3. The Athletic Trainer/Equipment Manager is responsible for pre-practice and pre-game application of proper taping techniques, bandages or wraps for the prevention or recurrence of injuries.
4. The Athletic Trainer/Equipment Manager works cooperatively with the team physician and the school nurse in regard to:
  - a. Use of therapeutic modalities such as whirlpool, etc. and reconditioning exercises.
  - b. Referrals to physicians.
  - c. Carrying out instructions of the team physician in regard to treatment of athletic injuries.
5. The Athletic Trainer/Equipment Manager supervises the training room including:
  - a. Rules, regulation and procedure in the training room.
  - b. Keeping the room in an orderly and sanitary state.
  - c. Ordering and maintenance of training room supplies.
  - d. Maintaining records of injuries, accident reports and insurance forms.
6. The Athletic Trainer/Equipment Manager works cooperatively with the coaches in setting up and carrying out a program of conditioning for athletes.
7. The Athletic Trainer/Equipment Manager counsels and advises athletes and coaches

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- on matters pertaining to conditioning and training such as diet, rest and rehabilitation.
8. During all seasons the Athletic Trainer/Equipment Manager works until the conclusion of practice or scheduled athletic events. Scheduled athletic events include off-site County semi-final and final games as well as State finals unless a trainer is provided by the organization running the tournament.
  9. The Athletic Trainer/Equipment Manager will be present at home athletic contests Utilizing a rotation system wherein the majority of the time is spent with the contest that has the greatest risk of physical harm.
  10. The Athletic Trainer/ Equipment Manager will attend all away football games.
  11. During the treatment of all athletes the Athletic Trainer/Equipment Manager will have another person present whenever possible.
  12. The Athletic Trainer/Equipment Manager will work in cooperation with the Assistant Principal for Athletics and Head Coaches for the issuance and collection of equipment.
  13. The Athletic Trainer/Equipment Manager will assist in the reconditioning and laundering of equipment.
  14. The Athletic Trainer/Equipment Manager will see to it that all money for lost equipment is collected and submitted to the secretary for deposit.
  15. The Athletic Trainer/Equipment Manager will inform the Assistant Principal for Athletics of athletes who fail to return or pay for all equipment from a previous sport before he/she can be issued equipment for another sport.
  16. The Athletic Trainer/Equipment Manager will provide instructional in-service programs to all interested members of the staff including:
    - a. Care and prevention of athletic injuries and first aid treatment.
    - b. General taping procedures.
    - c. Instruction in life saving procedures.
  17. The Athletic Trainer/Equipment Manager will be responsible for completing accident report forms for any injury requiring further medical care. If the accident occurred at a contest that the Athletic Trainer/Equipment Manager was not present at, then the Athletic Trainer/Equipment Manager is responsible for insuring the report is completed and filed.
  18. The Athletic Trainer/Equipment Manager conducts himself/herself at all times as a responsible professional person.
  19. The Athletic Trainer/Equipment Manager will organize a student cadre to assist him/her in the performance of his/her duties to include creating a roles and responsibilities list that will be subject to approval by the Assistant Principal for Athletics and the Principal.
  20. The Athletic Trainer/Equipment Manager will assume such other duties and Responsibilities designated by the Principal or the Assistant Principal for Athletics.
  21. The Athletic Trainer/Equipment Manager is evaluated by the Assistant Principal for Athletics and the Principal.
  22. The Athletic Trainer/Equipment Manager shall be responsible for the filling of ice, Water and Gatorade (or appropriate substitute) for practices and games. For home Contests, these items shall be brought to the practice site by the Athletic Trainer/ Equipment Manager prior to the practice or no less than one hour prior to the contest.

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- For away contests or practices, these items should be available near the training room no less than one hour prior to the bus departure time.
23. The Athletic Trainer/Equipment Manager shall be responsible for creating a structured system to maintain the travel medical kits for the athletic teams to include restocking the items as necessary throughout the season.
  24. The Board and/or the Administration may choose to assign any or all of the duties Assigned herein to other personnel. When duties listed herein have been assigned to other personnel the Board and/or the Administration may return those duties to the Athletic Trainer/Equipment Manager without additional compensation to the Athletic Trainer/Equipment Manager.

**EVALUATION:**

The Assistant Principal-Athletics and the Principal shall evaluate the Athletic Trainer/Equipment Manager in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.