

Saint Michael's College Job Description

Job Title: Director of Sports Medicine and Performance

Department: Athletics

Supervisor or Manager: Director of Athletics

Date Created: 06/04/2009

Last Revised: 08/18/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Effective communication and interaction with Athletics Department Staff
- Effective communication and interaction with Team Physician, SMC Health Services, Athletic Department Coaches/Staff, Athletic Training Staff, Strength and Conditioning Coach, and health care providers, local and distant
- Responsible for a clean and healthy athletic training room environment
- Maintenance and care of all athletic training room equipment (ultrasound, electric stimulation, golf carts, etc.)
- Upholding and following all institutional and departmental policies
- Supervision and management of activities of the athletic training room. Supervision of all full time/part time athletic training room staff and student workers
- Supervision and management of the Strength and Conditioning Coach
- Ultimate responsibility of the managed and appropriate care to all varsity and sub-varsity student-athletes and assigned club team student athletes
- Supervision and management of contracted healthcare providers for club teams
- Accurate and complete injury records and student-athlete files are maintained
- Coverage of practice and home games for 21 varsity teams (and sub-varsity team if in existence)
- Responsible for accurate inventory and fiscally responsible allocation of budget

Essential Duties and Responsibilities:

- Reports administratively to Athletic Director or designate
- Reports medically and is under the supervision of Team Physician and works closely with SMC Health Services
- Provides care to student-athletes and uses therapeutic modalities appropriately, when appropriate
- Communicates effectively with athletic training room staff, strength and conditioning coach, athletic department coaches/staff, and student-athletes regarding student athletes health and well being
- Ensures that all athletes complete physicals and yearly health reviews
- Evaluates injuries, completes accurate written injury evaluations, and prescribes courses of treatment/rehabilitation
- Applies appropriate taping technique to injured athletes in order to effectively support injured area
- Completes injury treatment travel forms for teams traveling without an athletic trainer
- Advises student-athletes/coaches regarding injury prevention
- Researches and implements available injury tracking software
- Ensures appropriate athletic training supplies, ice/water, and stocked medical kits are provided for practices and games
- Provides or assigns practice and home game coverage for athletic teams
- Travels or assigns coverage for athletic teams away practices and games as needed
- Schedules staff for athletic training room coverage
- Supervises strength and conditioning coach, assists in design of programs, and supports efforts of the coach
- Allocates budget efficiently to ensure that athletic training room needs are met
- Organizes inventory in an orderly manner and devises inventory spreadsheet to maintain order
- Completes inventory at the end of the year
- Educates student workers in proper reading/application of therapeutic modalities and supervises their duties
- Complies with NCAA, HIPPA, and FERPA and educates self about the details and regulations

- Maintains (or if needed revises) student-athlete consent forms regarding HIPPA and FERPA
- Within the regulations of HIPPA and FERPA, communicates with coaches, doctors, SMC Health Services, and parents regarding the health of student-athletes
- Organizes student-athlete files in a logical and orderly manner
- Sends out bids to various potential vendors and completes purchase order requests
- Responsible for anything related to student athlete health insurance
- Submits annual and special required reports to governing agencies when required
- Submits annual end of year report each May to include yearly assessment and future recommendations
- Submits annual performance evaluation for professional athletic training staff under his/her supervision
- Follows NATA/BOC Standards of Practice and Scope of Practice
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Provides service or accompanies student-athletes (if possible) to hospital ER/MD appointments
- Helps teach CPR and First Aid classes (certified instructor in First Aid and CPR/AED for the professional rescuer)
- Supervises and instructs athletic training students from other colleges and universities if applicable
- Attends Athletics department staff meetings

Positions Supervised:

- Full time/part time athletic trainers
- Strength and conditioning coach
- Contracted healthcare providers for club sports
- Student Employees

Major Contacts:

- Student-athletes and their parents
- SMC Athletics Department Staff
- SMC Health Services
- SMC Physician
- SMC Fire and Rescue
- SMC community at large
- Team Physician and doctors of student-athletes
- Competing teams' athletic trainers, athletes, coaches, athletic training students, and athletes' parents

Demonstrates Excellence:

- Maintains National Athletic Trainers Association Certified Athletic Trainer and Vermont State Licensed Athletic Trainer status in good standing
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Attends conferences, athletic trainer meetings, and reads appropriate journals to stay abreast of current research and therapeutic techniques/trends; and also to satisfy NATA continuing education requirements
- Effectively supervises professional staff and student workers
- Completes accurate written injury evaluations in order to maintain continuity of treatment for student-athletes
- Remains knowledgeable of therapeutic modalities and is highly competent in the use of therapeutic techniques
- Works with Health Services on the coordination of pre-participation physicals
- Consistently cross-checks current health review information against current varsity and sub-varsity team rosters for accuracy
- Educates student-athletes proactively regarding their injuries, treatment, rehabilitation, and expectant return to play
- Counsels and is sensitive to student-athletes regarding psychological aspect of injury and recovery

- Refers student-athletes to appropriate medical services when necessary (i.e. Health Services, orthopedic doctor, nutritionist, psychologist, etc.)
- Instructs student-athletes/coaches regarding stretching, fitness, weight training, and sport-specific training programs
- Updates coaches regularly regarding status of injured athletes and relays important information in a timely manner
- Maintains relationship with student athletes, athletic staff, health services nurses, and physician
- Excels in the support of SMC values and mission through actions and words

Education and Work Experience:

- Bachelor's degree with 3-5 years of experience as a Certified Athletic Trainer; Master's Degree preferred
- Approved Clinical Instructor for CAAHEP programs

Analytic Skills:

- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills

- Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Proficiency with injury Tracking software

Licenses, Certifications and Other Requirements:

- NATA Certified Athletic Trainer
- State of Vermont Licensed Athletic Trainer
- Certified in First Aid and CPR/AED for the Professional Rescuer
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy* if transporting SMC athletes

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of Sports Medicine and Performance, the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Use of own vehicle required for off campus game/practice coverage

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CC: FCOE

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- The incumbent is expected to perform other related duties necessary for the effective operation of the college
- Flexibility in working irregular hours, including evening, weekends, and holidays
- Availability for extensive team travel maybe required
- Work environment may include exposure to heat, cold, and adverse weather conditions

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