

**LAREDO COMMUNITY COLLEGE
JOB DESCRIPTION**

TITLE: KINESIOLOGY INSTRUCTOR / ATHLETIC TRAINER

REVISION DATE: June 2007

PERSONNEL GROUP: FACULTY/TRAINER

CLASSIFICATION LEVEL: Master's Degree/Tenured Track

DEPARTMENT: KINESIOLOGY/ATHLETICS

BASIC FUNCTION AND RESPONSIBILITY:

The Kinesiology instructor reports directly to the Department Chairperson. He/She is to instruct students in courses within the Kinesiology curriculum as assigned by the Department Chairperson, Dean of Arts & Sciences and/or Associate Vice President for Instruction (AVPI).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Teach activity or lecture classes within the Kinesiology curriculum (KINE 2356 Care and Prevention for Athletic Injuries, KINE 1113 Weight Training, KINE 1137 Basketball , KINE 1147 Power Walking (etc.)
2. Offer necessary office hours for students/teacher conferences.
3. Participate in activities such as orientation, in-service sessions and seminars designed for professional growth and development.
4. Attend meetings called by the President, Dean and /or Department Chairperson.
5. Participate in committee assignments, participate in student advisement, and participate in the registration process.
6. Prepare, administer and grade examinations and assist students with available course tutoring.
7. Work on-campus an average of seven hours per day during which he/she will keep regular office hours.
8. Be evaluated by students, department chairperson, and Dean.
9. Direct library research or other outside assignments.

10. Promote the Kinesiology department in private and public schools.
11. Participate in the enhancement of the Kinesiology Department and participate in college, community and civic functions.
12. Perform other duties as assigned by the Department Chairperson, Dean of Arts & Sciences, AVPI or President of the College.

PERFORMANCE RESPONSIBILITIES

The Athletic Trainer is responsible for organizing and administering the athletic injury care program with athletes from baseball, tennis, and volleyball.

1. Supervises records of athletes including physicals, insurance, and other pertinent medical information.
2. Insure proper procedures, policies, and guidelines for the effective management of the intercollegiate programs.
3. Supervises the training room for cleanliness and hygiene.
4. Must be able to work effectively with students, faculty, staff and administration.
5. Develop and implement a strategic plan for long term growth and improvement of a future athletic trainer's certificate.
6. Help prepare the annual athletic training and kinesiology budget.
7. Performs other duties that are assigned by the President, Deans, Kinesiology Chairperson and/or Athletic Director.
8. Teach classes within the Kinesiology curriculum.
9. Offer necessary office hours for student/teacher conferences.
10. Work responsibilities on-campus will be an average of forty hours per week and if needed night and week-ends in all athletic events. During office hours, the athletic trainer's role will be dual. This dual system will allow students taking Care and Prevention of Athletic Injuries to acquire first hand observations and learn assessment techniques in a trainer's work setting.
11. Will participate in community functions like the Special Olympics and Border Olympics if needed.

12. **Maintain an inventory of training supplies, compile, maintain, and file all reports, records and other documents required.**
13. **Maintain a positive and effective relationship with supervisors.**
14. **Keep abreast of new training techniques by attending necessary workshops in new athletic techniques.**
15. **Be a positive role model that supports the mission of our community college.**
16. **Ability to communicate (verbal), ability to instruct and maintain emotional control under stress.**

JOB SPECIFICATIONS

SUPERVISION RECEIVED: Department Chairperson, Athletic Director, Deans, AVPI, and President.

EDUCATION: Master's Degree in Kinesiology and certified Athletic Trainer

EXPERIENCE: 5 years experience as an Athletic Trainer

LICENSES: Valid Texas Athletics Trainer License
Valid National Athletic Trainer Certificate

PHYSICAL DEMANDS REQUIRED: Must be able to participate in activities taught.

SKILLS TESTS REQUIRED: None

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title