



COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Student Services Coordinator III (Athletic Trainer)

A Full-Time Classified Represented Position

Review Date: January 17, 2018

This position is a high priority for our District for the 2017-2018 year and is contingent upon continued available district, grant and state funding.

Position Number:
CLA17-260

POSITION DESCRIPTION:

Under the direction of the Dean, Physical Education & Athletics, the Athletic Trainer assists in the development and implementation of programs for the prevention of injuries to student athletes, administers first aid and emergency medical care, administers rehabilitation for injuries. Perform other related duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates the preparation of written policies and procedures in emergency management, treatment and recondition of injuries for athletes including an annual review and update of programs as necessary.
2. Inspects and evaluates locker rooms, showers, playing fields, practice fields, and athletic equipment to ensure safety and reduce hazards.
3. Administers first aid and emergency medical care including lifesaving procedures to student athletes, as well as to students, faculty and staff as needed. Coordinates with emergency medical personnel and physicians to develop procedures to be followed in the event of participation related injury or emergency.
4. In the absence of the team physician, makes judgments concerning the ability of the injured athlete to safely participate in intercollegiate sports.
5. Assists in the evaluation, diagnosis and documentation of clinical findings of injured student athletes.
6. Schedule appointments with appropriate health care provider within appropriate insurance network.
7. Coordinates post-surgical rehabilitation for student athletes injured at College of the Canyons to reduce financial impact to District, specifically the District's Student Athlete Insurance Policy, as well as minimizing student's out of pocket expenses.
8. Administers the use of rehabilitation equipment and operates related therapeutic modalities.
9. Refers injured students to the College health center coordinator or appropriate medical facility as necessary and completes necessary follow-up. Assists campus health center in reaching a diagnosis regarding orthopedic injuries when requested.
10. Maintains accurate and detailed injury and treatment reports on student athletes.
11. Maintains treatment room and equipment in a clean and operational condition.
12. Inventories and prepares the budget for athletic first aid medical supplies and equipment for approval by the dean and/or athletic director.
13. Processes all purchases for the athletic training clinic. Works with computerized budgets and paperless purchasing software.
14. Initiates negotiations for bids and contacts with outside vendors/providers. Maintains and renews outside provider contracts (i.e. ambulance services for home football games), medical equipment calibration, and affiliate clinical site contract for Cal State University Northridge ATEP.



15. Facilitates communication between personnel, athletes, coaches, parents, administration and health care professionals concerning the health and physical well-being of athletes.
16. Establishes and maintains files on all insurance matters pertaining to student athletes. Processes and submits claims and student athlete accident reports in accordance with District policies. Assists in yearly accident insurance renewal process.
17. Instructs student athletes on aspects of injuries, reconditioning programs, and nutrition.
18. Promotes information to athletes regarding educational health programs concerning sexuality, drug abuse, personal, and academic well being.
19. Coordinates, with the athletic director, the student athlete physical examination clearance for eligibility ensuring proper medical clearance is obtained for each student athlete prior to their season of competition.
20. Arranges for medical doctors to come on-campus to complete the MD portion of the pre-participation physical exam free of charge for student athletes. Negotiates with off-campus clinics to provide pre-participation physicals to student athletes at a reduced cost.
21. Performs pre-participation orthopedic exams, blood pressure check and vision check as part of the student athlete's pre-participation physical exam clearance.
22. Serves as an active member of the college crisis intervention team.
23. Maintains currency in medical treatments, techniques and trends through regular attendance of workshops and conferences.
24. Trains, and provides work direction to short-term employees and/or college assistants.
25. Attends athletic orientation meetings to promote information regarding athletic eligibility rules and player decorum and standards of student conduct.
26. Participates in athletic department outreach and recruitment when appropriate.
27. Provides athletic training and risk management to all College of the Canyons football games (home and away) as well as to all Intercollegiate in-season practices and home games in accordance with CCCAA requirements. Arranges for CCCAA required MD coverage for all football games. Facilitates coverage of non-traditional season home events.
28. Participates in athletic department and Western States Conference athletic trainer meetings. Hosts the WSC Athletics Trainer's Meeting when appropriate.
29. Performs other duties as assigned.
6. Make independent decisions.
7. Perform medical assessments and make a diagnosis applying athletic training and processes.
8. Assist in the preparation of budgets for first aid, medical supplies and equipment for approval by the dean/athletic director.
9. Perform physical requirements of the job.
10. Read, interpret, apply and explain rules, regulations, policies and procedures.
11. Understand and carry out oral and written directions.
12. Maintain records and prepare accurate reports.
13. Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
14. Maintain confidentiality when dealing with sensitive and privileged material and information.
15. Utilize interpersonal skills using tact, patience and courtesy
16. Establish and maintain cooperative and effective working relationships with others including staff, student athletes, athletic trainers, coaches, parents, doctors and professional associations.
17. Understand and work within the scope of authority.
18. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and the community.

MINIMUM REQUIREMENTS:

Experience:

Two years full-time equivalent related Athletic Trainer experience.

Education:

Bachelor's degree from an accredited college or university.

Licenses and Certifications:

Possession of a current certificate from the Board of Certification as an Athletic Trainer and current CPR and AED certification. The Athletic Trainer is required to maintain current and valid certification for this position. Requires possession and maintenance of a valid California driver's license.

Desirable Qualifications:

- Qualification and ability to teach Sports Medicine classes.
- Experience as an Athletic Trainer at the collegiate level.

SALARY PLACEMENT:

Salary placement will be on **Range 36** of Classified Represented Salary Schedule B (**\$4,902 - \$7,663 per month**). Initial salary step placement for new employees is customarily at step 1, 2, or 3 (**\$4,902 / \$5,207 / \$5,493 per month**) of this 11-step salary range. Step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. **A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed.** A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Position requires knowledge of:

1. Basic principles of anatomy, kinesiology and physiology.
2. Fundamentals of nutrition and diet.
3. First aid and emergency procedures and methods.
4. Techniques of athletic training.
5. Symptoms of and treatments for a wide range of athletic injuries
6. Athletic equipment used in competitive sports.

Position requires ability to:

1. Facilitate the development and implementation of a program for the prevention of injuries to athletes.
2. Administer first aid and emergency care.
3. Operate rehabilitation equipment and modalities.
4. Treat injuries and provide reconditioning according to authorized procedures.
5. Analyze situations and adopt an effective course of action.

PHYSICAL CHARACTERISTICS

Position requires ability to work in both an office environment and outdoor environment with varying temperatures. The physical demands for this position include sitting for extended periods of time, walking, standing, stooping, kneeling, crouching, twisting/turning and reaching in awkward positions; bending at the waist; must be able to exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects. Must be able to lift and stack objects up to 50 pounds, handle and work with equipment and various materials and objects which are essential aspects of this position, possess the manual dexterity to operate a typewriter and computer keyboard, vision to read printed material and computer monitor, hearing and speaking to communicate and provide information to others; potential exposure to Bloodborne pathogens and to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS

Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

CONDITIONS OF EMPLOYMENT

Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Proof of current, valid CPR and AED certifications and Driver's License are required upon offer of employment.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY:

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT

Innovative. Collaborative. Entrepreneurial. These qualities not only define College of the Canyons, they characterize the faculty, staff and administrators who make this college one of the most unique among California's 113 community colleges.

Established in 1969, College of the Canyons is among the fastest-growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success and equity. In fact, its completion rates rank among the highest in the state. The college has established a well-deserved reputation for bolstering economic development and offering innovative career technical education programs that are responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves a dynamic, growing 367-square-mile area of northern Los Angeles County that encompasses the City of Santa Clarita, the third largest city in Los Angeles County after Los Angeles and Long Beach, as well as the surrounding greater Santa Clarita Valley. A steady infusion of new residents and businesses creates a spirit of limitless possibilities that inspires the college to be flexible, creative and attuned to the region's evolving needs. The expanding diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college's influence in the community is best illustrated by the dozens of collaborative partnerships it has forged with local school districts, government entities and service organizations. More than 75,000 children from every local school district have experienced the arts as part of the college Performing Arts Center's K-12 Arts Education Outreach Program. Together, the City of Santa Clarita and the college operate the local America's Job Center of Los Angeles County (formerly the WorkSource Center) to match job seekers with employers. And, Academy of the Canyons, an early/middle college high school ranked among the top 10 percent of high schools in the nation, is housed on our Valencia campus.

College of the Canyons is housed on two campuses, in Valencia and Canyon Country. It offers 83 associate degree programs, including 21 that provide guaranteed transfer to the California State University system, as well as 71 programs leading to workforce training certificates. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center at the Valencia campus has removed barriers to higher education by offering approximately 40 bachelor's and master's degree programs, as well as certificates and credentials, from five public and private universities. The center has enriched the lives and livelihood of more than 14,500 students and 2,600 graduates since opening in 2002.

Because of the college's reputation for consistently meeting the needs of the community, local voters have approved three bond measures valued at more than \$472 million since 2001. The college also secures substantial funding from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

Given its commitment to growth and innovation, College of the Canyons has set a new standard for what a college and its students can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at <http://www.canyons.edu/Offices/HumanResources>. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position.

Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- **Online District CLASSIFIED Application.**
- **Detailed resume**, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Copies of current, valid **CPR and AED certifications.**
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
 1. Do you possess a Bachelor's degree (120 semester units) or higher from an accredited college or university? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
 2. Do you possess current CPR and AED certifications? (yes/no) If yes, please provide copies of these documents in your application packet.
 3. Please describe your Athletic Trainer experience. Please highlight any experience you have as an Athletic Trainer at the collegiate level. Include employer name(s), position title(s), dates of employment, full-time or part-time status (including number of hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
 4. Please describe your experience administering first aid and emergency medical care, as well as maintaining detailed injury and treatment reports.
 5. How tech-savvy are you? Provide details and examples for each one of the technology platforms you use and your skill level.
 6. Please describe your experience working with budgets. Highlight any experience you may have with using a paperless purchasing software.
 7. Describe your experience inspecting and evaluating locker rooms, showers, playing fields, practice fields, and athletic equipment to ensure safety and to reduce hazards.
 8. Describe four personality attributes you have and explain how these attributes would contribute to your success in this position.
 9. Why you are interested in working in this position at College of the Canyons?

- **Letters of reference are optional.**

Please note:

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- "Experience" generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant's responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office

(661) 362-3427

TTY/TDD (661) 362-5178

Or visit our website at

<http://www.canyons.edu/Offices/HumanResources>

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of February 12, 2018 and February 19, 2018 and conduct final interviews between the weeks of February 19, 2018 and February 26, 2018. This is an estimated timeline, and is subject to change.

Please note that the college will be closed for Winter Break from December 22, 2017 through January 1, 2018. The Human Resources Office will reopen on Tuesday, January 2, 2018.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled. This recruitment may be used for future vacancies.

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www.canyons.edu



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