



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/25/2026

Athletic Trainer

Pay Scale: C

Level: 2

FLSA Status: Exempt

Job Family: Administration

Primary Location: School-Based

Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary School Education, Middle School Education, High School Education, Athletics and Activities, and School Administration.

Job Overview

The Certified Athletic Trainer (ATC) is responsible for coordinating and administering a comprehensive health care program for all student athletes. The Certified Athletic Trainer is responsible for the immediate care of injured athletes. The Certified Athletic Trainer implements techniques and strategies to encourage the prevention of athletic injuries and illnesses and provides for recognition, evaluation, management, and rehabilitation of injuries to student athletes. The Certified Athletic Trainer advises coaches and coordinates the efforts of doctors, athletes, and parents. The Certified Athletic Trainer ensures that players participate only when capable and that physicians' instructions are understood and followed.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops a plan for emergency health care of injured athletes; provides evaluation and treatment to injured athletes; initiates and processes all injury reports
- Maintains first aid supplies and ensures that they are in their proper location for use
- Renders on-site decisions, in the absence of a physician, on the playing status of a player
- Counsels the coaches when an athlete may participate in practice or games following injury or illness
- Counsels athletes in seeking proper medical assistance for follow-up care
- Maintains accurate medical records for all athletes, to include, but not limited to, athletic physicals, treatments rendered, physician referrals and recommendations, etc.
- Advises coaches and coordinates the efforts of doctors, athletes, and parents
- Establishes injury prevention practices
- Supervises the athletic training room; attends athletic practices and games during regular working hours as well as evenings, weekends, and holidays, as required; assists staff in selection and fitting of equipment
- Conducts in-service programs for the coaching staff in the care and prevention of athletic injuries
- Ensures current CPR and First Aid certification of all coaches through class instruction when necessary

- Assists administrators, coaches, and game officials in decisions regarding playing surface and atmospheric conditions relating to player safety

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Licenses and Certifications

Virginia Board of Medicine licensed athletic trainer and NATA Board of Certification certified athletic trainer in good standing and a member of the Virginia Athletic Trainers Association
Certified First Aid/CPR Instructor

Knowledge, Skills and Abilities

- Ability to communicate effectively with students, parents, administrators, and medical personnel to ensure that proper methods are used in the prevention and treatment of injuries

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.