



**The Putney School
Certified Athletic Trainer - Part Time
Health Services Department**

The Putney School seeks a Certified Athletic Trainer to join our healthcare team. This is a part time position (~20-25 hrs/week).

The Putney School is a progressive, coeducational, boarding school of 230 students located in Putney, Vermont. The Putney School cultivates and sustains a community that embraces difference, seeks inclusivity, and demands cultural awareness. For more information, please visit our website at www.putneyschool.org

Position Summary:

The part-time athletic trainer is responsible for providing care to our students/athletes in our athletic training room during their afternoon sports and activities. This healthcare professional will be an integral part of a team that is responsible for planning, implementing, coordinating, and evaluating school health services at The Putney School.

Essential Responsibilities Include:

- Provide injury and illness prevention, wellness promotion and education, emergent care, examination and clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions of our students/athletes.
- Provide coverage at “home” athletic events.
- Manage on field emergencies and injuries that may arise.
- Assist visiting teams with management of athletic injuries, illnesses, and emergencies.
- Work with coaches and school staff to ensure a safe playing environment (weather, equipment, and playing field).
- Communicate with coaches about injuries and the participation of their athletes.
- Review health forms and physicals, following up on any answers that may need more information before an athlete can be cleared to play.
- Create and maintain appropriate policies and procedures for the athletic training room.
- Record treatment and injury information on the computer system. File and track any physician or emergency room reports for athletes.
- Coordinate referrals to School Physician, Orthopedists, and other medical professionals.

- Communicate with physicians and other medical professionals regarding the treatment and rehabilitation of certain injuries (including post-surgical rehabilitations).
- Work with families and their insurance companies to ensure proper coverage of any outside evaluations, treatments, or diagnostic testing pertaining to athletic/activities injuries.
- Prepare students/athletes for practice and competition by using assorted taping and wrapping procedures.
- Triage and respond to emails and calls from schools, coaches, parents and students.
- Implement computer based neurocognitive concussion testing and assist with management of our comprehensive Concussion Action Plan.
- Take occasional phone consultations and work occasionally on weekends providing game coverage
- Maintain certifications and licenses as required by the State of Vermont and the National Athletic Training Association.

Hours:

2:00 pm to ~ 6:00 pm Monday, Tuesday, Thursday and Friday
 Wednesday 12:30 pm to ~ 6:00 pm
 monthly staff meeting 12 pm to 1 pm, day TBD
 occasional weekend sports coverage

Education and/or Experience:

- BOC Athletic Trainer Certification, required
- VT ATC license or eligible, required
- High School ATC experience, preferred

Offer is contingent upon successful completion of a criminal background check.

Working Conditions:

This is a salaried, unbenefitted, academic-year position with significant holidays and vacations. The part-time athletic trainer will have responsibilities while students are on campus during the academic year. They will also be required to be present for some preparation/meetings at the start of the year and wrap up/meetings at the end of the year.

Starting Date: August 19, 2019

Application Deadline: Posted until filled

Interested candidates should send a letter of interest, a resume, and names and contact information for three references to sdunbar@putneyschool.org with the subject heading: ATC Application.

For more information, email sdunbar@putneyschool.org.