

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: _____Athletic Trainer_____

CATEGORY: _____Classified, Non-Exempt_____

REPORTS TO (BY TITLE): _____Athletic Director_____

SALARY SCHEDULE/RANGE: _____Classified, Range 25_____

WORK YEAR: _____11 Months (239 Days)_____days

SUPERVISION: _____N/A_____

POSITION DESCRIPTION:

Under direction, ~~administer~~administers first aid and limited physical therapy; ~~Maintain; maintains~~ athletic equipment rooms ~~and perform related duties as required.~~

Class Characteristics:

~~Incumbent must work cooperatively with coaches, P.E. instructors, athletes and others. This position;~~ performs a variety of responsible medical and technical duties related to the athletic and physical education programs. ~~Successful performance requires the incumbent to establish leadership and rapport to elicit cooperation from students to maintain order, safety and security in training room;~~ maintains order, safety, and security in the training room; enhances the safety and overall health of student athletes, students participating in physical education and in extracurricular activities; offers advanced first aid for acute injuries and provides therapeutic services pre and post injury.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

Duties may include but are not limited to the following:

1. ~~Administer~~Administers first aid during physical education periods, home and away sports games, matches, or related athletic events.
2. ~~Provide~~Provides limited physical therapy such as ~~whirlpool~~whirlpools, ultrasound, _____massage, _____hydroculatorsounds, _____massages, hydroculatorshydrocollators, ice and heat compacts.
3. ~~Wrap, strap, bandage~~Wraps, straps, bandages, and dress injuries.
4. ~~Arrange~~Arranges for the transport of injured athletes and students to the

hospital.

5. ~~Assist physician~~ Assists physicians in treating major injuries and ~~provide~~ provides services as directed.
6. ~~Maintain~~ Maintains training room equipment and supplies, first aid kits, tables, machines.
7. ~~Mark, store~~ Assists in marking, storing, and ~~issue~~ issuing athletic gear and equipment.
8. ~~Repair, clean, inventory and store athletic equipment throughout the sport seasons.~~
9. ~~Assist in ordering athletic equipment.~~
 - ~~Distribute~~ Assists in ordering athletic equipment, safety gear, and athletic training facility supplies, including inventory of equipment and supplies and first aid kits for teams, and keeps electrical modalities calibrated.
10. ~~_____~~ Distributes forms and reports.
11. ~~_____~~ Maintain Maintains simple records.
12. ~~_____~~ Wash Washes and ~~dry~~ dries training room laundry.
13. ~~_____~~ Observe Observes and ~~maintain~~ maintains safety and orderly student conduct in the training room as needed.
14. ~~_____~~ May attend to sick or injured students when the school nurse is not available.
15. ~~Perform related duties consistent with the scope and intent of the position.~~

JOB REQUIREMENTS

Knowledge of:

- ~~Equipment, materials and supplies used in school or district related athletic events.~~
- ~~First aid procedures and limitations placed on non-physicians.~~
 - Physical therapy techniques, Performs a variety of techniques involved in the prevention and treatment of athletic-related injuries, including therapeutic exercise, therapeutic modalities, soft tissue manipulation, cryotherapy and thermotherapy, and other forms of treatment as indicated.
 - Provides injury preventative taping, bandaging, hydrotherapy wrapping, padding, and similar treatments bracing techniques as needed.
- ~~Physical fitness, hygiene and safety procedures related to athletic programs.~~
- ~~Storage and inventory methods.~~

Ability to:

- Appropriately identifies emergent situations and activates the emergency action plan as needed to quickly transport ill or injured students and athletes to the hospital.
- Consults with physicians and other medical personnel in determining and monitoring the appropriate course of treatment for injured or ill student

athletes.

- Determines and recommends appropriate timelines for sidelining and returning injured student athletes to playing status.
- Provides direction to coaches on injuries and illnesses, medical reports, and the status of student athletes under treatment.
- Develops, implements, and assists in individualized rehabilitation programs for student athletes.
- Inspects and assures the safety of athletic equipment and facilities; identifies and provides recommendations for resolving facility, playing field, equipment, and environmental hazards that may cause student athlete injuries.
- Assists with budget preparation for necessary supplies.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

- ~~Job Administer advanced first aid and physical therapy.~~
- ~~Develop and maintain cooperative relationships with those contacted during the course of work.~~
- ~~Understand and carry out written and oral directions.~~
- ~~Repair athletic equipment.~~

Physical Requirements: – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- ~~Bachelor's degree from an accredited college or university in health education, physical education, sports medicine~~ Considerable walking and standing
- ~~Some exposure to weather elements~~
 - ~~May be required to work evenings or weekends on occasion~~
- ~~Reading printed matter and computer screens~~
- ~~Near and far visual acuity, depth perception, color vision, field of vision~~
- ~~Bend, twist, stoop, kneel and reach overhead~~
- ~~Sitting for extended periods~~
- ~~Fine manual dexterity~~
- ~~Talking, hearing and understanding speech at a reasonable volume~~

- ~~• Frequently lift and carry up to 20 pounds~~
- ~~• Occasionally lift, carry, push and/or pull up to 50 pounds~~
- ~~• Rarely lift up to 80 pounds~~
- ~~• Ability to lift, carry, push and/or pull up to 125 pounds with assistance~~

MINIMUM QUALIFICATIONS

- ~~• , or a related field~~
- ~~• Possession of a high school diploma or equivalency~~

Experience:

- ~~• Two (2) years of responsible and verifiable experience (paid or unpaid) as an athletic trainer, physical therapist, paramedic, licensed vocational nurse, or related occupation~~

Education:

- ~~• Bachelor's degree from an accredited college or university in health education, physical education, sports medicine or related field~~
- ~~• Possession of a high school diploma or equivalent~~

Licenses, Certifications, and Certificates Required/or Clearance Requirements:

- ~~• Possession of a valid and appropriate Department of Justice Fingerprint Clearance~~
- ~~• Valid California Driver's License~~
- ~~• Possession of valid Insurability by the District's liability insurance carrier~~
- ~~• Tuberculosis/Drug Screen Clearance~~
- ~~• Valid First Aid and CPR Certificates~~
- ~~• Valid Athletic Trainer Certification (ATC) by the Board of Certification (BOC) of the National Athletic Trainers Association~~
- ~~• Proof of a bachelor's degree~~
- ~~• Valid copy of a high school diploma or equivalent~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~• Equipment, materials, and supplies used in school or district-related athletic events~~
- ~~• First aid procedures and limitations placed on non-physicians~~
- ~~• Physical therapy techniques, taping, wrapping, bandaging, hydrotherapy,~~

- stretching and similar treatments
- Physical fitness, hygiene, and safety procedures related to athletic programs
- Storage and inventory methods
- Principles, practices, procedures, techniques, and equipment used in the prevention, treatment, and rehabilitation of athletic-related injuries
- Common practices, procedures, scope of practice, and terminology related to athletic training
- Legal, liability, and confidentiality principles as it relates to the athletic healthcare setting
- Universal and standard precautions as it relates to personal protective equipment and blood-borne pathogens
- Applicable sections of state education codes and school district policies
- CIF and NFHS rules and regulations as related to the health and safety of student athletes
- Individualizing rehabilitation and reconditioning techniques and procedures
- Effective written and oral communication skills
- Body physiology and anatomy
- Concussion monitoring
- Proper nutrition and hydration
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of a computer and assigned software
- Record keeping practices

Ability to:

- Administer advanced first aid and physical therapy
- Develop and maintain cooperative relationships with those contacted during the course of work
- Understand and carry out written and oral directions
- Repair athletic equipment
- Maintain athletic training room and supplies
- Make professional decisions regarding the immediate treatment and transportation of an injured or ill student athlete in emergent situations
- Apply district operations, policies, and directives
- Operate office equipment and current computer software
- Maintain records and prepare reports
- Plan and organize a work schedule, meet schedules and timelines as required
- Work independently
- Establish and maintain cooperative and effective working relationships with others
- Work with discretion and maintain confidentiality as required in a

healthcare setting, and follow the physician's directions or prescriptions explicitly

- Make adjustments as needed due to last minute changes in athletics scheduling
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Job is performed both indoors and outdoors, depending on the sport, with exposure to weather elements
- May be required to work evenings or weekends on occasion

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

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 disabilities to perform the essential functions.

- Considerable walking and standing and some sitting
- Seeing to read printed matter and computer screens
- Bending, twisting, stooping, kneeling, gripping, and reaching overhead
- Dexterity of hands and fingers to perform duties and handle objects
- Talking and hearing to communicate
- Frequently lifting and carrying up to 20 pounds; occasionally up to 50 pounds; rarely up to 80 pounds; and up to 125 pounds with assistance

Hazards:

- May come in contact with bodily fluids
- Sharp objects/tools

Revised: ~~—~~ 2/7 02/07/2007, 7; 07/13/2016, 8; 08/24/2022; 12/18/2025

~~LICENSED VOCATIONAL NURSE~~

Definition:

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Licensed Vocational Nurse

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 19

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under the general direction of a school nurse, performs specialized health care procedures, health office support, and medical record maintenance for students. ~~Performs related duties,~~ as ~~required,~~ directed by school nurse.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ Performs feeding, toileting, catheterization, gavage feeding, tracheotomy care, suctioning, as well as initiation of emergency procedures, including, but not limited to, seizure disorders, and allergic reactions.
 - ~~2.~~ Monitors blood glucose for diabetic students.
 - ~~3.~~ Administers short-term medications to students.
 - ~~4.~~ Assists with the maintenance of daily logs and medical records.
 - ~~5.~~ Contacts parents and registered nurses and doctors.
 - ~~6.~~ Instructs individual students in health care.
 - ~~7.~~ Assists with the immunization clinic, maintaining records, and administering immunizations under the direction of ~~Registered Nurse~~ registered nurse; conducts annual Vaccines for Children Program recertification.
- Minimum Conducts inventory of vaccines, monitors storage temperatures, and reports any deviations to the Vaccines for Children program to maintain compliance.
 - Administers first aid and attends to ill children.
 - Conducts data runs on students with non-compliant physicals and immunizations.

- Conducts visits with pharmaceutical companies to keep up to date on vaccine information.
- Performs simple clinical procedures (e.g., blood glucose monitoring and nebulizer treatment) as directed under guidelines set by the California Department of Education.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- High school diploma or equivalency
- Completion of the approved course of study and all qualifying examinations necessary for certification as a Licensed Vocational Nurse

Experience:

- One (1) year of pediatric/nursery hospital experience and/or recent experience caring for children with severe physical disabilities

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Licensed Vocational Nurse certification
- Current First Aid certificate; valid Cardiopulmonary Resuscitation (CPR) certificate
- High school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Community emergency medical resources; ~~skill in the use of equipment~~
- Equipment and ~~performance of~~ techniques necessary to provide specialized physical health care services for individuals with exceptional needs.

- District health policy, office procedures, and protocols
- Risk and benefits regarding procedures
- English usage, grammar, punctuation, and spelling
- Computer usage, including related software
- Basic math, including calculations using fractions, percentages, and/or ratios
- Health standards and hazards
- Pertinent codes, policies, regulations, and/or laws
- Safety practices and procedures
- Stages of child development
- Organization or department operations, services and policies
- Medical codes, policies, regulations, and/or laws

Ability to:

- Demonstrate competence in cardiopulmonary resuscitation;~~perform~~
- Perform simple medical record keeping;~~perform~~
- Perform routine arithmetical calculations with accuracy;~~understand~~
- Understand and carry out oral and written directions;
- Establish and maintain cooperative and effective working relationships with others
- Adapt to changing work ~~cooperatively with those contacted during the course~~priorities
- Adhere to safety practices
- Analyze situations to define issues and draw conclusions
- Perform specialized medical procedures
- Communicate effectively orally and in writing

Maintain a variety of work; ~~drive to school sites.~~

records and confidentiality

Experience:

- At least one (1) year of pediatric/ nursery hospital experience and/or recent experience in careinformation
- Meet deadlines and schedules
- Operate equipment using standardized methods
- Utilize a variety of childrenjob-related equipment
- Work well both independently and as part of a team
- Review and interpret highly technical and detailed information/data
- Learn, interpret, and apply administrative and departmental policies, laws, and rules ~~with severe physical~~good judgment
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Completion of the approved course of study and all qualifying examinations necessary for certification as Licensed Vocational Nurse.

Special Licenses:

A valid California Vocational Nurse's License;

A valid Cardiopulmonary Resuscitation (CPR) Certificate;

A valid California Driver's License.

- Indoor and outdoor environment, subject to extreme temperatures
- Drive to school sites

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

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 disabilities to perform the essential functions.

- Sitting and standing for extended periods of time
- Dexterity of hands and fingers to perform duties and handle objects
- Talking and hearing to communicate
- Seeing to perform job duties and view a monitor and documents
- Lifting and/or carrying up to 25 pounds and pushing and/or pulling up to 50 pounds
- Bending, twisting, stooping, crawling, kneeling, and reaching

Hazards:

- Sharp objects and tools
- Risk of encountering blood borne pathogens

Original Board Approval:

Revised: 02/22/1991; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Health Assistant

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 123

Definition:

~~As a Health Assistant for the Department of Comprehensive Health, and under the direction of the school nurse~~
WORK YEAR: 203 days or 260 days
(Depending on Assignment)

POSITION DESCRIPTION:

~~Under general supervision, administers first aid and attends attend to ill children; performsperform clerical duties for health related tasks; performsperform simple clinical procedures and specialized physical health care as directed by the school nurse; performs related duties as required.~~

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ Assists the nurse in health services and health programs following authorized procedures.
- ~~2.~~ Administers first aid and attends to ill children.
- ~~3.~~ Assists special needs children with toileting and cleaning children after toilet accidents.
- ~~4.~~ Performs occasional tasks of diaper changing, toileting, and lifting special needs children from one place to another.
 - Assists the nurse by scheduling and recording dental inspections, vision and hearing testing, scoliosis testing, and any other required screening.
- ~~5.~~ Prepares paperwork for health screening for RNs, psychologist, speech therapist or teachers.
- ~~6.~~ As directed, performs Performs simple clinical procedures (e.g., blood glucose monitoring and nebulizer treatment) as directed, under guidelines set by the California Department of Education. Procedures include blood glucose monitoring and nebulizer treatment.
- ~~7.~~ Under direction, assists students with mechanical respiratory treatment.

- 8. Performs clerical duties (e.g., assisting visitors, filing, answering phones, reviewing paperwork, typing, and research tasks) necessary to ~~insure~~ensure the efficient operation of the school health office.
 - 9. Orders data runs on students with non-compliant physicals and immunizations and does follow-up on them.
 - 10. Operates a computer terminal and related ~~software~~equipment to enter and extract data and reports.
 - 11. Maintains records and reports.
-
- MinimumAssesses medical emergencies to determine if emergency medical service is needed.
 - Documents all incidents and injuries and sends them to the appropriate departments for review.
 - Keeps an accurate inventory of health office supplies for students and teachers.
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency
- Completion of a Medical Assistant Certificate Program (preferred)

Experience:

License and Certificates Required:

A valid

- One (1) year of work/volunteer verifiable experience with school-aged children
- Clerical experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License and provides own transportation.
- A currentInsurability by the District's liability insurance carrier

- Tuberculosis/Drug Screen Clearance
- Current First Aid Certificate; CPR training and certification.
- Valid copy of a high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Appropriate care and disposition of sick child in a school setting; ~~office~~
- Office practices, protocols, and procedures.

- Health policies, medical terminology, and procedures
- Medical and medication policies, protocols, and laws such as HIPPA
- Customer service principles and practices
- Computer usage, including related software
- Organization or department operations, services, and policies
- Record keeping techniques

Ability to:

- Use good judgment and make sound decisions in the absence of supervision, including when to contact the school nurse; ~~recognize and respect information of a confidential nature; administer first aid; assist in health testing; operate a computer terminal and related equipment; type at the rate of 25 words per minute from clear legible copy; ability to speak a second language may be required for some positions.~~
- Recognize and respect information of a confidential nature
- Administer first aid and CPR
- Operate a computer and related office equipment
- Type at an acceptable rate of speed with accuracy
- Communicate effectively orally and in writing
- Follow oral and written instructions
- Establish and maintain effective work relationships with staff, parents, and students
- Multitask efficiently to meet scheduled timelines with many interruptions
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor health office environment

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Education and Experience:

~~Equivalent to graduation from high school and successful experience working with children and adults and clerical experience. Completion of a Medical Assistant Certificate Program preferable.~~

Physical Demands and Working Conditions:

~~Light to moderate—~~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 disabilities to perform the essential functions.

- Sitting and standing for extended periods of time
- Lifting and/or carrying of objects weighing up to 50 pounds and occasional lifting, pushing and/or pulling up to 100 pounds maximum with lifting
- Pulling, twisting, reaching, bending, stooping, and/or carrying, squatting, crawling, and kneeling
- Dexterity of objects weighing up hands and fingers to 40 pounds—perform duties and operate common office equipment and appliances
- Talking and hearing to communicate
- Seeing to read printed matter and computer screens

Hazards:

- May come in contact with ~~body~~bodily fluids.
- Exposure to sharp objects and tools

Original Board Approval: 04/09/1997

Revised: 10/16/2003; 12/18/2025