About Christian Brothers Academy:

Christian Brothers Academy is a private, Catholic, coeducational college preparatory school established in 1900 by the Brothers of the Christian Schools, a religious order founded by St. John Baptist de La Salle. The student body of 7th through 12th graders reside in Syracuse and over 30 different surrounding communities. The school enjoys a rich and distinguished tradition of academic, spiritual, athletic, and co-curricular excellence. The typical CBA graduate matriculates directly to a 4-year college.

CBA operates with an administrative team of President, Principal, Assistant Principals for Academic Affairs, Student Affairs, and the Junior High School. The Directors of Athletics, Vice Presidents of Enrollment Management, Mission, Advancement, Finance, and Director of Guidance, have prominent roles at the school.

POSITION DESCRIPTION:

The selected candidate will be an employee of Christian Brothers Academy.

The Assistant Athletic Director/Athletic Trainer is responsible for the medical training needs of CBA student athletes as well as assisting the Athletic Director with the leadership of the CBA athletic program.

The position requires night and weekend work. Typical hours are 1 PM – 9 PM but hours are dynamic based upon athletic scheduling and program needs. Summer hours are 9 AM – 2 PM or flexed time to accommodate summer programs.

MINIMUM JOB REQUIREMENTS:

B.S. Degree in Athletic Training, BOC Certification, First Aid and CPR/AED Certification, NYS Registration.

PREFERRED EXPERIENCE:

The ideal candidate has experience working in a school environment, coaching and/or working in athletic administration.

DUTIES AS THE ATHLETIC TRAINER:

· Work with coaches, athletes, and medical professionals to evaluate the player's condition.

· Design training and rehabilitation programs for athletes.

· Use knowledge of sports-related injuries to diagnose and treat athletes.

· Refer athletes to another doctor or other medical staff members if required.

· Assist and monitor injured players as they heal and progress towards recovery.

· Maintain a daily log of training room use and records of treatment.

· Maintain records of athletes who've been evaluated, treated, and rehabilitated including treatment plans.

· Be responsible for the requisition of the necessary medical supplies in accordance with the school budget, upon approval by the Athletic Director, and maintain an appropriate inventory of athletic training supplies.

· Maintain daily operations of the athletic training room

· Ensure that the training room and any other facility involved in the high school sports medicine program are maintained in an orderly, functional and sanitary manner.

· Be available for athletes to be seen and have injuries evaluated in the athletic training room (while athletics are in session and while not attending one of the contests mentioned below, unless otherwise noted).

· File insurance claims and other required reports in a timely fashion.

· Re-certify personnel in CPR, First Aid & AED use (courses will be held no more than 2 times each calendar year).

· Maintain accurate records of our coaches' CPR/AED and First Aid certifications.

· Maintain a cooperative working relationship with the School Nurse and other health care professionals.

· Work in conjunction with the nurse on medical forms & pre-season physicals.

· Attend all varsity home contests, travel with football, and with all teams in the post season.

· Attend all Saturday home contests.

· Attend all home weekday practices.

· Secure the facility (Alibrandi Stadium) after the last practice or contest.

DUTIES AS THE ASSISTANT ATHLETIC DIRECTOR:

· Work with the Athletic Director to set up a weekly/monthly schedule.

· Issue and collect all equipment (game balls, field markings etc.) for home contests.

· Assist the Athletic Director with administrative tasks (maintaining rosters, award lists, etc) as needed.

· Assist in the development, supervision and evaluation of junior high coaches.

· Assist coaches in the issuing, collection and storing of uniforms and equipment.

· Any duties requested by the School Principal, President, or Director of Athletics.

GENERAL INFORMATION

The information above reflects the general duties considered necessary for the position of Athletic Trainer/Assistant Athletic Director but should not be construed as a detailed description of all work requirements.

Start Date: Immediate Opening

Application: Please submit a resume, letter of intent, and at least two references. The letter of intent should address why you are interested in and qualified for the position. This is a confidential search until the final interview at which time references will be contacted. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Salary/Benefits*:* Salary range $50,000-$65,000 based upon experience and credentials with competitive benefits, including tuition benefit; competitive retirement benefits.

Contact*:* Please send resume and other materials, by email only, addressed to:

Athletic Trainer, hr@cbasyr.org

Job Type: Full-time

Pay: $56,500.00 - $57,500.00 per year

Benefits:

- 401(k)
- Employee assistance program

- Health savings account
- Life insurance
- Retirement plan
- Vision insurance