



POSITION TITLE: Certified Athletic Trainer
STATUS: Full Time, Exempt
WORK YEAR: School Year 2024-2025
SALARY: \$49,000 - \$55,000 annually
CLOSING DATE: (Internal Candidates) Wednesday, February 7, 2024
(External Candidates) Friday, March 29, 2024

Job Summary:

Under the direction of the Director of Athletics and Extended Learning Program, the Certified Athletic Trainer is responsible for developing and implementing the school's athletic health care program. The athletic care program involves all phases (i.e., injury prevention, recognition, treatment, evaluation and referral of athletic injury; rehabilitation, follow-up evaluation, and recognition; and education and counseling). Organization and supervision of the school's athletic training facility.

Qualifications:

Minimum Qualifications:

- Bachelor's degree
- 2 years Athletic Trainer Experience in a high school setting – **OR**
- An equivalent combination of education and experience may be substituted for the requirements listed above.
- Current CPR/AED, First Aid Certification.
- National Athletic Trainers Association board of Certification (NATABOC) and be licensed by the State of Hawaii at time of hire.
- Demonstrate a strong understanding of sports medicine principles, injury prevention, and rehabilitation techniques.
- Intermediate proficiency in MS Office (Excel, Word, PowerPoint)
- Must be able to understand, read/ write in English to follow basic instructions, and take, direction from supervisors and clients.
- Must meet training and background check qualifications and comply with Virtus/Safe Environment Policy.
- Able to work all shifts and extended hours.

Desired Qualifications:

- *Bachelor's degree in sports medicine or related field.*
- *3 year Athletic Trainer Experience in a high school setting.*
- *Experience working with students from diverse backgrounds, in multi-aged environments.*

Other Qualifications:

- Experience to demonstrate strong interpersonal and communication skills to effectively collaborate with coaches, athletes, parents, and medical professionals.
- Good interpersonal and communication skills; strong organization skills; handle multiple tasks and projects, and good judgment.



- Demonstrated ability to understand business and management principles.
- Demonstrated ability to protect and maintain confidential information and comply with FERPA and PII policies.
- Successful candidate will be able to work in an environment that utilizes excellent time and stress management skills.
- Report to work obligations to support the department and may require work outside normal business hours, if necessary.
- Must be eligible to work in the United States; this position is not eligible for visa sponsorship, such as an H-1B visa.

Key Responsibilities:

1. Injury Prevention, Assessment, and Rehabilitation (40%)

- Maintain, develop, and implement injury prevention programs for SHA athletics division.
- Educate athletes on proper techniques and methods to minimize risk of injuries.
- Provide athletic training coverage at practices and games including possible travel with the athletes.
- Evaluate and assess injuries to determine their nature and severity.
- Collaborate with medical professionals for advanced assessments, such as X-rays or MRI's.
- Develop, modify, and oversee rehabilitation programs for injured athletes.
- Monitor the overall health and wellness of student-athletes.
- Promote a culture of safety and well-being within the athletic community.

2. Administrative/Documentation (30%)

- Maintain detailed and accurate records of injuries, treatments, and rehabilitation progress.
- Communicate effectively with coaches, parents, and medical professionals regarding athletes' health status, including but not limited to: injury status, treatments plans, and any necessary modifications to training or competition.
- Maintains confidentiality of student-athlete files and records, in accordance with federal and state laws and Academy policies.
- Operate, supervise and maintain the Athletic Training room and equipment.
- Stay updated on the latest advancements in sports medicine and athletic training.

3. Treatment/ Emergency Care (20%)

- Administers first aid treatment as required by the situation, including first aid, CPR and AED Category

4. Performs other related duties as assigned (10%)

- Actively participates as an effective member of the team by completing assigned duties, accepting additional assignments or reassignments.
- Assist with seasonal peaks.



Mission Statement

Sacred Hearts Academy is a Catholic college preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the Hearts of Jesus and Mary and the inspiration to become leaders for their communities and the world.

Vision Statement

The Academy is committed to provide an exemplary educational experience for Hawai'i's girls and young women which is grounded in the Catholic and Christian values of the founding Sisters. While laying a firm, academic foundation, this experience also focuses on helping its students to develop and thrive socially and emotionally, as leaders and change-makers, as confident creators and innovators, as caring and empathetic contributors focused on making their communities and the world a better place.

About SHA:

As a Catholic, independent school for students in grades Pre-School to 12, Sacred Hearts Academy provides an outstanding college-preparatory education for young girls. Caring teachers, small classes, a rich and varied curriculum, and lively, enthusiastic students make the Academy unique. Along with its quality academic program, the Academy focuses on character and values, cooperation, mutual respect and service. Our school is a place where young women learn to listen, question, challenge, probe and gain the knowledge and confidence that will allow them to think for themselves and make good decisions. We believe that excellence in education enables students to value themselves as individuals, while at the same time preparing them to participate with confidence in a complex and changing society.

The Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawai'i Association of Independent Schools (HAIS). It is a given that the girls at Sacred Hearts will receive an outstanding academic education, but most important, the faculty, staff, alumnae and families value the fact that the students are surrounded by people who care about them and care about one another.

How to Apply:

Sacred Hearts Academy

3253 Waialae Ave.

Honolulu, HI 96816

Attn: Human Resources

HRServices@sacredhearts.org