



## **Director of Sports Medicine and Certified Athletic Trainer**

### **About TFS**

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### **Job Summary**

Tallulah Falls School is seeking a full-time Director of Sports Medicine and Certified Athletic Trainer with the expertise and passion to enhance a culture of great character, highly competent skill execution and competitive performance leading to seasons of significance. The ideal candidate will be an esteemed and organized mentor who commands respect, confidentiality, sees the big picture and sets inspiring standards to further our desire to demonstrate the high ideals of education-based athletics as instrumental in school pride, student development and team success. Salary is commensurate with education, certification, and experience. Those fortunate enough to influence young lives at TFS receive a competitive benefits package.

### **Responsibilities**

- Develop an overall sports medicine program for Tallulah Falls School that implements the aspects of great character and includes injury prevention programs, injury evaluations, injury management, injury treatment, and rehabilitation.
- Evaluate, treat, and rehabilitate musculoskeletal injuries of all TFS athletes.
- Coordinate and schedule medical appointments for student athletes when appropriate.
- Work with the team doctor to ensure that the TFS athletes get the best and most immediate care possible, in addition to ensuring that the most appropriate treatment plan for individual athletes taking their sports into consideration.
- Create appropriate treatment plans for athletes based on their injury, physical ability, and sport.
- Work with the Sports Performance Center Coordinator when appropriate as well to ensure maximum recovery for the student athlete.

- Provide coaches, athletic directors, dorm staff, and parents with prompt information concerning their athlete's injury, prognosis, and rehabilitation process.
- Educate the athlete regarding their injury, treatment plans as well as the rehabilitation process.
- Maintain proper documentation on all athletes.
- Ensure that athletic physicals are up to date and that students are cleared to play.
- Implement proper concussion testing and evaluations, when necessary, by maintaining the policy of TFS.
- Conduct the proper 7-day return to play protocol to all athletes diagnosed with a concussion.
- Work with administration, teachers, and school counselors concerning return to learn protocols as student athletes return to the classroom post-concussion.
- Prepare for games and practices by ensuring proper hydration is provided to each practicing team.
- Provide medical coverage to all practices and games taking place on campus.
- Contact athletic trainers for the opposing teams in the event that one of their athletes is injured on our campus.
- Available to travel with teams to all state events that TFS takes part in if there are no home contests.
- Ensure that each team has proper hydration and nutrition opportunities, including team meals and snacks.
- Coordinate meals for all home games for student athletes, coaches, managers, and game day workers.
- Available to teach one health occupation / sports medicine class each semester.
- Mentor TFS students through the youth apprenticeship program that have a desire to work in sports medicine or in the medical field.
- Plan and organize inventory and care of all equipment used by the athletes of TFS.
- Present purchase requests to the Athletic Director for all purchased items needed prior to the purchase.
- Prepare a budget of all financial needs for the sports medicine program for the following year.
- Perform other such duties that are consistent with the nature of the position and that may be requested by the Athletic Director.

### **Requirements & Qualifications**

- Required bachelor's degree in athletic training, Master's preferred.
- BOC Certified
- GA state license for Athletic Training
- CPR/First Aid/AED current certification
- Maintain a high degree of ethical professionalism.
- Understand and value private education, day and boarding student life and academic and athletic balance.
- Inspire through positive discipline, goal setting and encouragement.
- Excellent organizational and communication skills.

- Adhere to and enforce all school policies.

**Standard Physical Requirements:**

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to communicate and respond to questions from various levels both within and outside the organization.
- Must have manual dexterity sufficient to perform specified duties.

In addition to completing the employment application, interested candidates should email a cover letter, resume, and a list of three professional references to Athletic Director, Scott Neal at [scott.neal@tallulahfalls.org](mailto:scott.neal@tallulahfalls.org). **No phone calls, please.** The employment application can be found here- <https://www.tallulahfalls.org/about/employment-opportunities.cms>

*Tallulah Falls School is an equal opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*