

**RANGELEY LAKES REGIONAL SCHOOL
CO-CURRICULAR
JOB DESCRIPTION**

TITLE: Athletic Medical Manager

REPORTS TO: Athletic Director

JOB GOAL: Provide medical manager coverage for high school and middle school athletic programs.

QUALIFICATIONS:

- Bachelor's of science degree in a related field
- Maintain current certification in CPR/Emergency Cardiac Care.
- Sports performance experience

MAJOR DUTIES AND RESPONSIBILITIES:

- This position frequently attends practices and varsity home games for RLRS athletes according to the athletic schedule.
- Coordination of care of athletic injuries and communicating with coaches, athletes and their parents.
- Provide first aid and injury assessment/treatment/rehabilitation/reconditioning for student-athletes.
- The athletic medical manager will also be responsible for making appropriate physician referral.
- Supervise the clearance of injured athletes prior to and during the sport seasons.
- Provide the Athletic Director with an annual budget for supplies and equipment.
- Equip each team with appropriate medical equipment.
- Evaluates injuries and develops treatment and exercise plans within the scope of practice.
- Monitors responses to therapy to ensure client safety.
- Educates students, families, and coaches students regarding injuries, risk factor modification, and exercise programs.
- Requires the ability to work collaboratively with physicians and other healthcare providers. Must have strong interpersonal communications and human relation skills
- Act as liaison between family physicians and specialists, the school district, athletes and their parents.
- Provide the coaches and athletic director with a list of athletes medically eligible to compete under district and state rules and regulations.
- Assist the athletic director as requested.
- Assure sports physicals have been completed by each athlete
- Record keeping and documentation

Approved: 3.4.2024