



Certified Head Athletic Trainer

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving over 1,300 boys in grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

Reporting to the Athletic Director, the Head Athletic Trainer oversees all aspects of the athletic training program at Boston College High School and is responsible for injury evaluation, treatment, rehabilitation, and return-to-play management for student-athletes across all sports. The Head Athletic Trainer ensures compliance with all relevant professional, state, and institutional standards while fostering strong communication and collaboration with coaches, school nurses, parents, and administrative staff. The position also provides leadership and direction for the Athletic Training Department, including supervision of the Assistant Athletic Trainer, and completes a variety of administrative duties in addition to attending scheduled practices and interscholastic athletic contests.

JOB DESCRIPTION/REQUIREMENTS

Certification, Licensure, and Professional Standards

- Maintain: Board of Certification (BOC) credentials and hold a current Massachusetts state license; all required national certifications and state licensure through ongoing continuing education; current First Aid and CPR credentials.
- Operate in full compliance with the regulations and guidelines established by NATA, the Commonwealth of Massachusetts, the MIAA, and Boston College High School.
- Represent and promote the mission and core values of Boston College High School in the training room and at all athletic events.

Department Leadership & Collaboration

- In partnership with the Athletic Director and Assistant Athletic Director, develop, organize, and oversee the Athletic Training Department, including training, supervision, and communication with the Assistant Athletic Trainer.



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- Establish and maintain strong, collaborative working relationships with Athletic Administration and the BC High Nursing Staff.
- Work with the Assistant Athletic Trainer to maintain and update the Athletic Training website.
- Communicate with Athletic Training Education Programs regarding student placement and availability for each academic term.

Student-Athlete Care & Injury Management

- Provide on-site injury evaluation, acute care, follow-up treatment, and rehabilitation for all student-athletes. Ensure that injury evaluations and treatment updates are communicated to the appropriate coaching staff.
- Develop and communicate return-to-play plans for injured student-athletes, coordinating with parents, student-athletes, coaches, and Athletic Administration.
- Notify parents or guardians when significant injuries require outside medical evaluation or care.
- Coordinate with team physicians for game coverage and follow-up injury treatment.
- Coordinate with ambulance services to ensure appropriate medical coverage for designated varsity home games.
- Communicate with physicians, parents/guardians, and appropriate personnel regarding injury status and participation capabilities.
- Collaborate with the school nursing staff to support continuity of care for school-day injuries, including soft-tissue injuries and traumatic brain injuries.
- Collaborate with the Director of Aquatics Operations and Auxiliary Programs on all summer and auxiliary related athletic programming.

Athletic Eligibility, Compliance & Testing

- Verify medical eligibility for all student-athletes through review of pre-participation physicals.
- Organize and implement Baseline ImPACT testing sessions.
- Notify coaching staff of expiring physicals and Baseline ImPACT tests.
- Oversee the athletics registration platform and related processes, in coordination with the Assistant Trainer and Nursing Staff.
- Review Athletic Training Policies and the Emergency Action Plan annually, securing approval from Athletic Administration.



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- Audit the fitting and selection of protective football equipment to ensure safety and compliance.

Operations, Inventory & Recordkeeping

- Select, maintain, and manage athletic training equipment and supplies within approved budgetary limits, in coordination with the Athletic Director.
- Maintain accurate inventory of supplies, equipment, and training room materials.
- Evaluate existing training room procedures and develop enhanced operational practices where appropriate.
- Maintain complete, accurate, and accessible records of all athletic injuries, treatments, and related documentation, ensuring availability to school administrators when required.

Scheduling & Event Coverage

- Coordinate Athletic Training Staff coverage for team practices and home or away competitions.
- Coordinate physician and ambulance presence for specified athletic events.

Other Responsibilities

- Perform other duties as assigned by the Athletic Director.

Salary range: \$75,000-\$82,000

Applications should include a cover letter and resume and must be submitted through Paylocity.