



Athletic Trainer and Assistant Athletic Director

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

The Athletic Trainer and Assistant Athletic Director will coordinate all aspects of athletic injury care for all student-athletes, including day-to-day treatment and rehabilitation, practice and game coverage, injury prevention, and communication with coaches and the Health & Wellness Center. In the role of Athletic Trainer, this professional must be a presence during daily practice times and on game days. The Athletic Trainer will be available in the training room up to two hours before a game and one hour before each scheduled practice. As Assistant Athletic Director, this professional will assist with the administrative needs of the Miss Hall's Athletic Program and contribute to the greater impact of athletics within the MHS community. This position also comes with an opportunity to run summer camps/auxiliary programs. The Athletic Department is committed to diversifying its staff.

The successful candidate will be a dynamic presence who radiates a genuine and infectious passion for the mission of the School, has an understanding of the value of single-gender education, and has the capacity to align with the School's core values.

Responsibilities for Athletic Trainer:

- Manage, treat, and rehabilitate student athletic injuries, as well as provide preventive care
- Collaborate with other departments across the School as a Critical MHS team member
- Implement the School's ImPACT concussion testing
- Work with the Health & Wellness Center to keep an up-to-date Concussion Protocol
- Develop strength and conditioning programs that aim to prevent injuries and/or to strengthen athletes so that injuries do not occur
- Keep accurate records of our student-athletes' visits and injuries
- Communicate injury and visit information to the School's Health & Wellness Center, coaches, and Director of Athletics
- Determine an athlete's readiness to participate in athletics and help determine return-to-play decisions, with guidance from the school physician
- Coordinate with the Health & Wellness Center necessary appointments with physicians and local physical therapists as necessary
- Develop and implement a comprehensive emergency action plan for student injuries, in coordination with the Health & Wellness Center and Campus Safety
- Suggest workout routines and exercise regimens to the athletes and coaching staff
- Order and maintain a stock of athletic training supplies, with approval from the Athletic Director



Responsibilities for Assistant Athletic Director:

- Assist with the logistical needs and goal setting of the Miss Hall's Athletic Program, in collaboration with and in support of the Director of Athletics
- Be knowledgeable of academic, social, wellness, and physical well-being of student athletes by reviewing pertinent documents related to student life at MHS
- Communicate all updates regarding operational needs at home and away games, schedule/calendaring changes, transportation needs, and culinary needs to coaches, culinary staff, and student-athletes
- Gather and report contest scores and outcomes to the School's website and/or social media in a timely manner
- Prepare for and attend the end-of-season banquet
- Attend all department meetings as necessary/determined by the Athletic Director
- Abide by the New England Prep School Athletic Council (NEPSAC) Code of Ethics and Conduct
- Interact with students, colleagues, consultants, and members of the public in a courteous and respectful manner
- Maintain an active presence and participate fully in campus life by attending school events and participating in recreational activities when possible

Qualifications

- Bachelor's degree in Athletic Training
- Minimum of 2 years' experience preferred as an Athletic Trainer
- Minimum of 2 years' experience preferred as administrative support
- NATA certified and Massachusetts State Licensed or eligible at the time of employment
- A valid driver's license and certification in CPR/AED and First Aid
- Availability to work afternoons, evenings, and weekends, depending on practice and game schedules
- Excellent administrative and organizational skills, including the ability to prioritize and complete tasks by established deadlines
- Experience in developing practice plans and providing individual and team instruction
- Critical thinking and troubleshooting skills, with strong electronic media literacy
- Experience in or a keen interest in teaching and coaching female student-athletes
- Coaching a team sport is preferred
- Ability to drive the School's vehicles (vans and 14-passenger buses); training will be provided
- Strong written and oral communication skills, including the ability to communicate effectively with students, colleagues, family members, and members of the public in a diverse population
- Ability to work outdoors
- A demonstrated and genuine commitment to diversity and student success
- Commitment to the Miss Hall's School Mission and Core Values