Available Position: Director of Sport Performance & Head Athletic Trainer
Department: Athletics
Reports to: Director of Athletics
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-Time (10 months)
Date Posted: March 18, 2020
Start Date: August 2020

About The Hockaday School:
The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of almost 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character,Courtesy,Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the great Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Position Description:
• Oversee the operations of the Fitness Center and the Athletic Training Room
• Oversee all operations of Athletic Training for Middle and Upper School student-athletes including the supervision of practices, games and special events
• Act as the Travel Coordinator for the Athletic Department
• Oversee the seasonal Student Athletic Trainers and implement a curriculum endorsed by the NATA
• Teach one class as needed in the Fitness Center yearly
Essential Functions:

Athletic Training
- Display broad knowledge of athletic training including the assessment and treatment of all injuries
- Organize and maintain the athletic training facilities
- Maintain inventory supplies for the year
- Send out bids and purchase orders to equipment companies
- Promote effective strategies for injury prevention and care
- Be adept at working with developing and rehabilitating injuries
- Develop comprehensive venue and condition specific emergency action plans
- Treat and monitor all student-athletes in Middle and Upper School athletics
- Maintain adequate medical records on all injuries and rehabilitation procedures
- Be on site for all home practices and games and provide on-site treatment
- Coordinate and administer ImPact concussion testing in conjunction with the Health Center
- Oversee concussion return to play progressions for LS/MS/US
- Train and educate student athletic trainers and monitor their involvement and performance
- Communicate with physicians, athletic director, parents, coaches, nurses, and any other parties such as the residence department, MS and US division heads and CFO/COO with regards to injuries, health concerns and injury rehabilitations
- Provide the same care as needed for Physical Education injuries that occur on athletic facilities and/or refer directly to the on-campus nurse
- Provide coaches with medical kits for travel
- Assure coaches’ completion of a concussion course to comply with HB2038 and CPR/AED training every two years
- Maintain updated records for MS/US athletes’ athletic participation
- Set and maintain appropriate standards for student behavior and exemplify and promote high ethical standards
- Stay current on new developments in the field of athletic training, sports performance and participate in professional growth activities and courses.
- Maintain all professional Athletic Training certifications and updates as required by the NATA

Fitness Center
- Oversee all Operations of the Fitness Center
- Oversee the Fitness Center Staff
- Work collaboratively with Fitness Center Staff to develop age and sport appropriate training programs that include but not limited to: core strength, speed, power and agility
- Oversee the scheduling of the Fitness Center Staff
- Evaluate the Fitness Center Staff
- Teach one class in the Fitness Center as needed
- Develop high performance training curriculums for Athletic Teams and appropriate curriculums for Physical Education and Health Classes
- Ensure that the Fitness Center is meeting the appropriate safety standards certifications per the NSCA and appropriate Benchmark National Standards.
Athletic Operations Travel Coordinator

- Collaborate with Assistant Athletic Director to organize and arrange all travel arrangements for athletic teams
- Schedule charter bus transportation for on and off-campus coaches
- Schedule Hockaday bus transportation and secure driver when needed for off-campus coaches
- Communicate all travel information to coaches and keep records of all documentation associated with travel
- Secure team hotel reservations for out of town events and SPC competitions

Qualifications/Experience:

- Master’s degree is preferred with an emphasis on sports medicine
- Certification by the National Athletic Trainers Association
- 5-10 years’ experience
- Demonstrated experience in the area of sports medicine, physical training and the ability to supervise a competitive high school athletic program
- A commitment to the ideals expressed in the Tenets of Staff Excellence and Tenets of Coaching Excellence

Physical Requirements and Work Environment:

- Regularly works in outdoors in varying weather conditions and climate; occasionally works in standard office conditions and climate
- Regularly uses close and distance vision, ability to observe students from various distances
- Ability to regularly move equipment needed for use in athletic training
- Sometimes works in a stressful environment, effectively dealing with a diverse array of contacts, Stamina to maintain attention to detail despite interruptions, particularly with respect to adequate supervision and safety of student athletes
- Ability to frequently work flexible hours to support before or after-school training needs and other weekend events as scheduled

Application Requirements:

Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.