

July 1, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

☐ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A Position: Athletic Trainer FTE (%): 100%
Division: KAD Department: Athletics
Term (month/year): 12 Salary Schedule (Range): 105
Work Schedule (Days, Hours): M-Sat- Varies (team schedules)

B Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Elva Salcido Last date of employment: 05/07/2025
Reason for vacancy: Resigned [REDACTED] Per Board Agenda 5/14/2025
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: 2019 Budget Source (e.g., NRA, Grant Name):
Out-of-Class Assignment Reason ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

C Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):
We currently serve 24 intercollegiate athletics programs, 863 student athletes year round, and we are required by the 3C2A and the NCAA to ensure proper and required care by a certified Athletic Trainer (more job specific details are attached)
Area Vice President Initials: KF

D Budget information to fund this position:
Account Number: 11000 364000 211000 083550-2100 Amount: 100 % \$ ^{149,602} ~~95,582~~ - 110,648
Account Number: Amount: % \$
Fund (check all that apply): ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding.
Duration (grant/temporary funded): Beginning date: End date:
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):
Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # CA9642 Contract # 223105

E Signatures - print/sign/date (to be completed in numerical order):
1. Requesting Manager: Tammy Knott-Silva Tamara L. Knott-Silva 04/24/2025
2. Division Vice President: Kelly M. Fowler 6/13/25
3. Applicable Human Resources Manager: Stacy Manfredi (2)
4. Chief Compliance/Budget Officer: Ross Royle 07/08/25
5. Vice President, Human Resources: Recommend to fill ☐ Yes ☐ No (see attached rationale) Initial Date

Reviewed by the President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Approved to fill (enter date) ☐ Denied

6. President/CEO: Martha Garcia Dr. Martha Garcia July 15, 2025

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	TOTAL MONTHS	TITLE	TOTAL SALARY	TOTAL BENEFITS	FY 25-26 Total Salary and benefits	Funding Source
Budget of Original Position									
CA9642	1.000	UA	105	12	Athletic Trainer	93,709	55,893	149,602	UGF
Estimated Ongoing Cost of an Athletic Trainer						93,709	55,893	149,602	

*Assumptions: The salary calculations include the negotiated increase of 8.22% and 1.07% for CSEA 262 employees.
It also includes Health and Welfare rates for 2025-26.*

DEAN/ATHLETICS DIRECTOR

ASSOCIATE DEAN/ASSOCIATE ATHLETICS DIRECTOR

CAREER SPECIALIST

DIVISION OFFICE
SUPPORT STAFF

ADMIN SPEC II

ADMINISTRATIVE
SPECIALIST IV

ADMIN SPEC I .475

ATHLETIC ELIGIBILITY
SPECIALIST

STUDENT SERVICES
SUPPORT II .475

DIVISION
INFORMATION

SPORTS PUBLICIST

SPORTS COMMUNICATION

ATHLETICS
SUPPORT STAFF

ATHLETIC TRAINERS
& EQUIPMENT TECHS

EXERCISE SCIENCE

COORDINATOR

KINESIOLOGY

DEPARTMENT CHAIR

DANCE

DEPARTMENT CHAIR

ATHLETICS

ASSISTANT ATHLETICS
DIRECTOR

SPECIAL EVENTS

DIRECTOR

AQUATICS

COORDINATOR

ATHLETIC TRAINER

DEFINITION

Under general supervision, plans, coordinates, and implements comprehensive sports medicine programs for the care, treatment, rehabilitation, and prevention of physical injuries.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Kinesiology. Exercises no supervision of staff. May provide technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for administering preventative care to athletes to ensure the reduction of injuries, as well as, for providing rehabilitative treatment for sports-related injuries. The incumbent may administer first aid to athletes during practice sessions and sporting events and advises and counsels students regarding injuries and rehabilitation. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Dean, Kinesiology in that the latter oversees the entire department, programming, and administration of the District's college athletic programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Evaluates all initial athletic injuries and recommends, responds to, and performs appropriate medical care to student athletes; communicates diagnoses, medical treatment, and rehabilitation information to student athletes and their parents, as legally required.
2. Develops and implements injury management protocols and emergency action plans; renders first aid, immediate injury evaluation, initiates Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED), and activates Emergency Medical Services (EMS) when necessary at practices, hosted events, and required off-campus events.
3. Provides athletic injury documentation, injury surveillance, follow-up treatment, and rehabilitation under a physician's direction; manages treatment of chronic athletic injuries; determines and certifies ability of students and athletes to participate in the athletic program.
4. Develops and implements therapeutic exercise programs.
5. Recommends and implements appropriate preventative measures to avoid athletic injuries, illnesses, and conditions.
6. Organizes and conducts pre-participation exams; conducts various screening procedures, including physical exams and assessments; develops and implements conditioning programs to reduce risk of injury and illness.
7. Performs and applies preventative taping, wrapping, bracing, and padding of injured areas to the student athlete.

8. Arranges for transportation, loading, and set-up of medical equipment to event sites.
9. Provides reports to coaches and other District personnel on injuries and status of student athletes under treatment.
10. Serves as a liaison between physicians, coaches, athletes regarding athletic injuries and medical insurance claims.
11. Assists with the budgeting, ordering, and inventorying of athletic training equipment and supplies.
12. Arranges for physician and/or ambulance coverage at games when required.
13. Maintains all forms, reports, and medical records related to athletic injuries, rehabilitation, and clearance.
14. Maintains working areas clean and in sanitary condition; wipes down treatment tables, taping tables, and counters, sweeps the floors, and cleans whirlpool and other equipment.
15. May oversee and provide work direction to student aides and interns from the athletic training education program(s) and other student volunteers.
16. Attends seminars, conferences, and other meetings in order to maintain status and certification and to keep up-to-date on legislation and trends affecting the job area.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
19. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
21. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers oral presentations related to assigned areas as required.
23. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Measures related to the prevention and minimization of athletic injuries.
3. Early recognition, evaluation, and care of athletic injuries, including accurate assessment of the types and severity of injuries.
4. Modern foundations, principles, techniques, and practices of athletic and sports trauma, evaluation, prevention, treatment, and rehabilitation.
5. Principles and theories of biology, anatomy, physiology, exercise physiology, and biomechanics.
6. Equipment used in the prevention, evaluation, and therapeutic and rehabilitative care of athletic injuries and illnesses.
7. Athletic equipment used in training and competitive sports.
8. Principles and practices of taping and bracing for the prevention of injuries.

9. Rehabilitation and reconditioning of athletic injuries to minimize the risk of re-injury.
10. Injury referral methods to appropriate medical professionals.
11. Healthcare administration, including medical record keeping, documentation, and reporting of injuries, writing of policies and procedures, and budgeting.
12. Health conditions and illnesses related to athletic participation and sports.
13. Basic first aid and CPR and operation and use of an AED.
14. Modern office practices, methods, and computer equipment and applications related to the work.
15. English usage, spelling, vocabulary, grammar, and punctuation.
16. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Apply the principles of taping and bracing for prevention of injuries.
5. Plan, coordinate, and implement a comprehensive athletic training/sports medicine program.
6. Evaluate and assess the condition and progress of student athletes in therapeutic, rehabilitative, and conditioning programs and modify these programs to meet individual needs.
7. Effectively operate and supervise the use of a variety of exercise and conditioning equipment such as free weights, nautilus and universal machines, ergometers, and treadmills.
8. Effectively administer therapeutics and first aid to injured student athletes.
9. Act decisively and prudently in emergency and life threatening situations.
10. Establish, maintain, and organize medical insurance, treatment, and injury records and reports.
11. Perform basic first aid and CPR and utilize an AED.
12. Train and direct student interns and student assistants.
13. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
14. Establish and maintain a filing, record keeping, and tracking systems.
15. Organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment including computer equipment and software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in kinesiology, physical education, health, pre-medicine, biology, or a related field; and
2. Cumulative three (3) years of full time experience working in an athletic training environment.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

1. The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California's Driver's License.
2. Possession of, and ability to maintain, a valid National Athletic Trainers Association Certification (BOC-ATC).
3. Possession of, and ability to maintain, a valid Professional Rescuer CPR/AED certification.

PHYSICAL DEMANDS

Must possess mobility to work in an athletic training facility and in the field and use standard office and medical, therapeutic, and physical therapy apparatus and equipment, including a computer; to operate a motor vehicle and to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the mobility, physical strength, and stamina to respond to emergency situations, provide injury and illness care, and use all medical, therapeutic, and physical therapy apparatus and equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, as well as, to set up and manipulate modalities, tape, and apply splints and to operate the equipment mentioned above. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to provide medical care; and push and pull drawers open and closed to retrieve and file information. Employees

must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in typical office as well as outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, chemicals, dust, fumes, and allergens. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 10/2021; 6/2023