



## MONTCLAIR KIMBERLEY ACADEMY

### **Upper School and Middle School Certified Athletic Trainer**

Montclair Kimberley Academy (MKA), an innovative Jr-K-12 independent day school with a strong national reputation, seeks a full-time Upper School and Middle School Certified Athletic Trainer for the 2025-2026 school year.

MKA's vast athletic program enables student athletes to learn lasting life lessons: the value of teamwork, the importance of sportsmanship, how to overcome adversity, and how to achieve success while maintaining MKA's signature character expectations. MKA fosters this level of excellence through quality coaching and training. Participation in MKA Athletics provides student athletes with significant opportunities to become involved with their peers and coaches in an educational experience outside the classroom. The MKA Athletics program provides student athletes with the opportunity to participate in 23 interscholastic sports, on 64 teams, and via 1,000 athletic contests on a yearly basis. In addition, MKA Varsity programs have captured 125 team championships in the last 10 years.

This position reports to the Head Athletic Trainer and Director of Athletics.

#### **Responsibilities:**

- Provide medical coverage for middle school and upper school athletic teams
- Provide high-quality care in the areas of prevention, assessment, treatment, and rehabilitation of athletic injuries
- Comply with school and state regulations related to athletic training services, medical care, and student-athlete welfare
- Travel with football to assigned away games, travel with other teams as assigned for finals
- Manage and maintain sports medicine equipment and supplies
- Communicate with parents, head athletic trainer, faculty, and school administrators about student injuries, treatment plans, and return-to-play protocols when applicable
- Maintain accurate and up-to-date medical records, injury reports, and documentation in accordance with HIPAA regulations and school policies
- Administrative duties include pre-participation paperwork and clearances, injury documentation, and assisting with inventory

- Additional responsibilities include other duties as assigned by the Head Athletic Trainer and Director of Athletics

**Qualifications:**

1. NATABOC certification / Successful completion of the NATABOC exam
2. New Jersey State Board of Medical Examiner's licensure (in possession or eligible)
3. CPR/AED/First aid certification
4. Bachelor's degree required, Master's degree preferred

**Skills:**

- Strong knowledge of anatomy and mechanisms of injury among adolescent athletes
- Knowledgeable and competent in current best practices for prevention, assessment, treatment, and rehabilitation of injuries
- Organizational skills to manage medical records, schedules, and equipment
- Excellent verbal and written communication skills
- Excellent interpersonal skills for working with athletes, coaches, and medical professionals
- High-energy, self-starter with the ability to prioritize and multi-task in an atmosphere where things can change quickly
- Ability to work effectively with people of diverse backgrounds and promote a positive working environment
- Ability to work in a fast-paced environment and maintain composure under stressful conditions
- Commitment to upholding the highest ethical standards in sports medicine
- Desire to work in an athletics department representing a diverse population.
- Ability to work evenings, weekends, and irregular hours as needed in an environment where flexibility is crucial
- Superior customer service skills and a collaborative, friendly demeanor
- Successful completion of an employment and/or criminal history background check (required)

**Applications:**

Interested applicants should submit a letter of interest and resumé to [Elizabeth Cooney](#), Head Athletic Trainer, and [Todd Smith](#), Director of Athletics. Applications will be considered until the position is filled.

The salary range for this position is \$55,000 - \$75,000. Final compensation will be determined based on experience.

MKA offers a comprehensive benefits package to full-time employees, including, but not limited to, medical and dental coverage; retirement plans with employer matching; life and disability insurance; and access to wellness and professional development resources.

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.