



NEW ENGLAND INNOVATION ACADEMY

Job Description

Job Title:	Part-time Athletic Trainer
Department:	Community Life
Classification:	Short-Term
FLSA Status:	Hourly
Reports to:	Dean of Student Life
Date Prepared:	September 2026

Position Summary

The New England Innovation Academy, a private middle and high school, seeks a certified Part-time Athletic Trainer to provide injury prevention, emergency care, evaluation, treatment, and rehabilitation services for middle and high school students as needed. The ideal candidate will communicate with coaches, athletes, and medical personnel to support a safe and well-managed competition environment. This position reports directly to the Dean of Student Life and works closely with the Athletics & Explorations Coordinator, coaches, and health office staff. The typical schedule is Monday-Thursday 2:45 pm - 4:45 pm. This role requires the ability to work afternoons, evenings, and weekends as required by athletic schedules. Coverage hours shift by season (fall, winter, spring) and by the athletic schedule. Some seasons may be heavier than others. This position pays a range of \$40-59/hour.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Provide on-site evaluation, triage, and immediate first aid/emergency management for athletic injuries during practices and games.
- Apply protective taping, bracing, wrapping, and padding for student-athletes.
- Ensure strict adherence to school concussion protocols, removal from play, return-to-learn and return-to-play guidelines. Administer baseline concussion testing and oversee return-to-play protocols for student-athletes.
- Design and guide short-term rehabilitation and reconditioning programs for injured student-athletes.
- Document all injuries, evaluations, treatments, and rehabilitation progress using the Return to Play form. The completed form should be sent to the Athletics & Explorations Coordinator and the Nurse Manager who will coordinate any communication between parents, coaches, school nurses, and physicians regarding an athlete's health status and playing clearance to provide continuity of care.
- Work closely with coaches to ensure safe training practices and modifications for injured athletes.
- Maintain a visible presence in the Athletic Training Room during designated pre-practice hours.
- Maintain an orderly and sanitary Athletic Training Room.

- Educate student-athletes, coaches, and parents on injury prevention, concussion awareness, nutrition, and overall wellness.
- Ensure compliance with all school, league, and state regulations regarding athletic health and safety.
- Support a healthy, safe, and positive athletic culture.
- Perform other duties as assigned by the supervisor.

Education and Experience:

- Bachelor's degree in Athletic Training, Sports Medicine, or a related field (Master's degree preferred).
- Current certification from the Board of Certification (BOC) for Athletic Trainers.
- Licensed or eligible for licensure as an Athletic Trainer in Massachusetts.
- CPR/AED and First Aid certification.
- Certified in concussion management programs.
- Minimum of 3 years of experience as an athletic trainer, preferably in a school or collegiate setting. Prior experience working in a high school or middle school setting. Understanding the physiological and developmental differences between middle schoolers and varsity athletes is highly valued.
- Must pass all mandated school background checks

Qualifications:

- Strong organizational, communication, and interpersonal skills.
- Familiarity with developing athletic training programs and working with diverse athletic populations.
- Experience working in an educational or youth-focused environment.

Supervisory Responsibilities: The Part-time Athletic Trainer does not supervise any other employees at NEIA.

Physical Requirements

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Physical ability to lift up to 50 lbs., set up equipment, and navigate the facility.
- Stand, walk, run, kneel and sit for extended periods on playing fields and courts.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around the classroom while teaching a class.
- Capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly so listeners understand.
- Use hands and fingers for manipulation, educational tools, play equipment, keyboarding, first aid, and CPR performance.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

- Exposure to outdoor weather conditions (heat, cold, rain).

Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Part-time Athletic Trainer

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>.