



Athletic Trainer and Assistant Athletics Director

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion. With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized, independent, Catholic school in Monterey, California, seeks a collaborative, dedicated, and student-centered Athletic Trainer and Assistant Athletics Director for the 2026–2027 school year. This dual-role position is responsible for partnering with the Athletics Director, coaches, and students in sustaining athlete health and wellness, as well as supporting the operational, logistical, and community-building functions of the Athletics Department.

The Athletic Trainer and Assistant Athletics Director plays a vital role in promoting student wellness, ensuring athletic health and safety standards, and fostering a culture of sportsmanship, teamwork, and school spirit. This individual works closely with the Athletics Director, Health Center, coaches, students, families, and school leadership to ensure a safe, organized, and mission-aligned athletics program.

This is a unique opportunity to join students, teachers, and coaches who joyfully and actively engage together in creating a values-based, intentional community.

Description

The Athletic Trainer and Assistant Athletics Director provides comprehensive sports medicine services to student-athletes while partnering with the Athletics Director to ensure the smooth execution of all aspects of the athletics program. This position bridges health services, athletics administration, and community engagement, ensuring that student safety, regulatory compliance, program logistics, and school spirit are fully aligned with the mission and values of Santa Catalina School.



This individual promotes injury prevention, manages athletic healthcare protocols, and fosters a culture of physical well-being and resilience. In their administrative capacity, they support scheduling, communications, transportation, compliance, coach coordination, event management, and program operations. This role requires exceptional organizational ability, proactive communication, strong relationship-building skills, and a visible presence on campus.

The Athletic Trainer and Assistant Athletics Director is a key representative of the Athletics Department and an active participant in the broader Santa Catalina community.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

Athletic Training and Student Wellness

- Serve as the primary Athletic Trainer for Santa Catalina athletics teams
- Provide injury prevention, evaluation, treatment, and rehabilitation services for student-athletes
- Maintain appropriate documentation, injury reports, and treatment logs
- Coordinate communication with families, physicians, and school personnel regarding injuries and return-to-play protocols
- Work with school leadership to develop and maintain emergency action plans for athletic venues and events
- Ensure compliance with CIF, league, and NFHS health and safety guidelines
- Maintain and oversee the athletics training room, including supplies, equipment, and organization
- Support student-athlete education around hydration, nutrition, recovery, and injury prevention
- Sustain professional development around health, wellness, and safety practices for adolescent athletes

Assistant Athletics Director

- Coordinate with the Athletics Director to support overall athletics programming
- Support home game management, including set-up, supervision, and event oversight
- Support coach communication and program organization as needed
- Distribute, collect, and maintain an accurate inventory of uniforms for all athletics teams



- Organize senior and team photos for banners, website, and social media promotion
- Track attendance for all teams and support accurate participation records
- Prepare and distribute the weekly athletics newsletter
- Manage Veo platforms, including video uploading, streaming, and team access
- Arrange transportation for athletics teams, including communication with drivers and oversight of logistics
- Maintain schedules for all sports, including updating athletics schedules on the school website and shared Google Docs
- Manage CCS transfer paperwork and follow-up, ensuring deadlines and compliance requirements are met
- Attend end-of-year coaches meetings and support departmental planning and communication
- Support the Athletics Director in interviewing and hiring coaches and assistant coaches as needed

Community Engagement

- Promote a positive culture of sportsmanship, wellness, teamwork, and school spirit
- Support athletics events, initiatives, and special programming as assigned

Other Responsibilities

- Other responsibilities as assigned to support the school as directed by the Athletics Director, Head of Upper School, and Head of School

Qualifications

- Bachelor's degree required (master's degree and/or credential preferred)
- Certified Athletic Trainer (NATA/BOC certification required)
- CPR/AED and First Aid certification required
- Three or more years of experience working with school-aged students preferred
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law

Competencies

- Proven team player who values collaboration and collegiality
- Demonstrated use of relevant technology to support and differentiate instruction
- Excellent writing, communication, and public speaking skills
- Approachable and welcoming demeanor
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, and intuition



- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Strong organizational and record-keeping skills and digital literacy
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education

Supervisory Responsibilities

This position does not supervise other employees.

Working Conditions and Compensation

- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout a 36-acre campus, with reasonable accommodations, in order to meet with students and faculty
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Additional time is required beyond a normal day or week for evening and weekend meetings or events
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$70,720–\$75,000 depending on experience

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: santacatalina.org/employment. Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.