

**Cover Memo:**

Athletic Trainers are highly skilled healthcare professionals involved in the care of student athletes in the secondary school setting. As a certified, licensed sports medicine practitioner working under the direction of a physician, Athletic Trainers are uniquely qualified to provide injury prevention/education, emergency care, evaluation, treatment, and rehabilitation to the secondary school student-athlete.

In response to changes in educator tenure and the new evaluation system being implemented in New Jersey, the Athletic Trainers' Society of New Jersey (ATSNJ) would like to recommend the following documents be utilized in the evaluation of the secondary school Athletic Trainer.

To align with the evaluation system for teachers, the ATSNJ recommends that every Athletic Trainer be observed and evaluated a minimum of three times during the school year prior to completing the summative evaluation report.

**Observation Form:**

The Observation Form focuses on the six domains of Athletic Training, highlighting the most vital components of each domain. Due to the Athletic Trainer's broad range of responsibilities, administrators should consider observing the Athletic Trainer at various times throughout his/her work schedule in order to form a well-rounded understanding of the many duties and competencies practiced on a daily basis.

The ATSNJ recommends observing Athletic Trainers as they:

- prepare athletes for practices/games
- perform their duties at actual practices/games
- oversee rehabilitation sessions in the Athletic Training office
- And/or provide direct student athlete care.

The ATSNJ also recommends that administrators audit the Athletic Training office by reviewing daily treatment records, injury notes, emergency action plans, as well as documentation of the Athletic Trainer's certifications and continuing education.

Results of the observations should be reviewed in order to formulate the Summative Performance Report. The ATSNJ recommends that three or more partially effective ratings on individual performance standards result in an overall "partially effective" or "ineffective" rating. Similarly, one ineffective rating on a performance standard, the ATSNJ recommends, should result in an overall ineffective rating.

In accordance with provisions of the tenure reform law, an Athletic Trainer who receives a "partially effective" and/or "ineffective" rating on the summative report must be placed on a corrective action plan.

The ATSNJ offers online guidance for administrators to better guide them through the evaluation process as well as education for Athletic Trainers who are deemed partially effective or ineffective through this process. For more information, please visit [www.atsnj.org/ateducation](http://www.atsnj.org/ateducation).