

**COMMON ESSENTIAL JOB TASKS  
ATHLETICS/HPER**

1. Evaluate physical performance of athletes.
2. Communicate effectively with students, faculty/staff and non-university personnel.
3. Take and place phone calls.
4. Read, interpret and prepare reports and documents.
5. Schedule and conduct practices and meetings.
6. Evaluate and treat injuries.
7. Drive a motor vehicle.
8. Attend local and non-local meetings, games, meets and/or events.
9. Communicate effectively with media.
10. Walk and climb up or down stairs or other barriers.
11. Inspect and evaluate work-in-progress in the facility and/or office environment and outside of the university environment.
12. Submit written materials as requested or deemed appropriate.
13. Organize and schedule a variety of activities.
14. Recruit, train and supervise staff and volunteers.
15. Prepare classroom materials and teach classes.
16. Perform and train staff in CPR and other emergency first aid.