

# GLENWOOD ACADEMY

## Therapeutic Recreation Specialist

**Position Reports to: Director of Education**

**Supervisory Responsibilities: None**

### **POSITION SUMMARY & OBJECTIVES:**

Therapeutic Recreation Specialist use activity and community-based interventions (such as arts and crafts, sports, exercise, games, music, dance, drama, cooking science projects, and community outings) to improve the physical, cognitive, emotional, social, and leisure needs of their students. The Specialist help students develop knowledge, skills and behaviors for daily living, health and wellness, and rewarding community involvement.

### **ESSENTIAL FUNCTIONS:**

- Plans, schedules, implements and supervises a recreation program or activity.
- Teach classes and/or periods as assigned by the Director of Education.
- Expected to maintain effective classroom management; and conduct regular assessments of student's achievement.
- Participate in student staffing to determine their educational needs and the development of modified education plans to address each student's individual needs.
- Appropriate maintenance of student records is required to be held in a secure manner, including grade book, and attendance consistent with the Illinois State Board of Education standards.
- The preparation of seating charts and weekly lesson plans to be readily accessible for substitute teachers.
- Participate in curriculum development activities as assigned.
- Participate in in-service sessions as scheduled by the VP of Academic Affairs.
- Ability to work effectively with students and staff in a culturally diverse environment.
- Demonstrates a commitment to continuous quality improvement in all aspects of the position.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Participate in agency seminars and in-service programs as designated by administration.
- Attend designated Glenwood Academy events, programs and meetings.
- Knowledge and skills necessary to provide age specific/appropriate activities.
- Appropriate interpersonal skills to enable positive interactions with students.
- Provide all necessary hands on experience needed to complete and fulfill fieldwork assignment.
- Other duties and responsibilities as assigned.

### **REQUIRED QUALIFICATIONS:**

- CTRS certification.
- Valid Illinois driver's license with no suspensions in effect within the previous (3) years of hire.
- No history of child abuse or neglect.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Recreational Therapy from an accredited program.
- Two years of related experience.

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## **PHYSICAL REQUIREMENTS:**

Standing, sitting, walking, talking or hearing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position meets the FLSA requirements for **Exempt**.

Job descriptions are not intended, and should not be construed to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

## **Equal Opportunity Employer M/F/D/V**

This job description does not constitute a contract of employment. Employment at Glenwood is an “at-will” arrangement.

This will acknowledge that I have received a copy of the job description for my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date