



Columbia County School District Job Description

Position Title: Recreation Therapist		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by the Director of Special Services in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Teacher Salary Schedule based on degree level and approved acceptable years of related experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Director of Special Services		

MINIMUM QUALIFICATIONS
<p>Education: Bachelor degree in Recreation Therapy/Leisure Education</p> <p>Essential Knowledge/Skills: Therapeutic recreation and program development as well as program implementation. Knowledge of the different exceptionalities. Ability to coordinate large-scale special sporting events such as regional hockey, area games and state competition.</p> <p>Experience: Minimum of one-year experience in Therapeutic Recreation Programming. Aquatic certification preferable.</p>
GOAL
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Adaptive Physical Education <ul style="list-style-type: none"> ○ Develops IEP's and lesson plans for a varied physical education experience of adapted physical education students. ○ Schedules classes for appropriate Special Olympic/APE community based training, coordinates transportation, and provides expertise coaching in the area of swimming, bowling, gymnastics, putt-putt, skating and/or team sports. ○ Directs students in each sport and regulates content of program in accordance with each student's needs and capacity to participate. ○ Recognizes and reports significant psychological or physiological changes to teacher. ○ Secures and maintains equipment needed. ○ Completes and submits transportation requests according to procedures. • Special Olympics <ul style="list-style-type: none"> ○ Serves on and coordinates the Special Olympic Advisory Board, including presiding over meetings and activities. ○ Submits all reports, goals, budget and financial information to the State Special Olympic Office by the specified deadlines. ○ Arranges for physicians to administer required Special Olympic physicals for those athletes who were unable to obtain physicals independently. Therapist will arrange transportation and accompany physicians to the schools for the physical examinations. ○ Coordinates fundraisers, sets budgets and secures funds for Special Olympic programs. ○ Plans, coordinates and trains athletes to compete in the local, area and state competition. ○ Coordinates all out of town trips including transportation, chaperone, finances, registration, coaching, accommodation arrangements, permission and parent communication, uniforms, shirts, banners, and sport equipment such as hockey sticks.

- Initiates new sports and trains athletes such as floor hockey, golf, etc.
- Attends the Special Olympic state conferences and training schools.
- Screens, trains and supervises volunteers.
- Emotional/Behavior Disordered Leisure Education Program
 - Plans, coordinates and implements Leisure Education Program for EBD classes. In planning, surveys teachers for suggestions and then contacts various field trip locations and leisure activity sports to schedule the activity. Accompanies the group(s) and instructs them in appropriate behavior, and teaches them how to participate in bowling, skating, putt-putt, etc.
 - Notifies teachers and administrators of schedule of Friday activities.
 - Recognizes and reports significant behavior.
 - Obtains permission forms and releases.
 - Assumes other related duties assigned by the Director of Special Services.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: July 1999