



## EMPLOYMENT OPPORTUNITIES

Join a team of professionals dedicated to helping at-risk youth to improve their future. Timber Ridge School is frequently in need of caring individuals to work in our residential, educational, and administrative departments.

Operated by the Leary Educational Foundation, the school is a 12-month residential treatment center licensed and fully approved by the Virginia Department of Education to work with adolescent boys experiencing emotional difficulties and/or learning disabilities. We are located in the beautiful mountains near the Shenandoah Valley, northwest of Winchester, Virginia. We maintain a tobacco and drug-free environment. EOE

Applications are being accepted for the following positions. Although we may or may not have current vacancies, these open from time-to-time.

- **Student Life Counselor**
- **Night Counselor**
- **Residential Unit Manager**
- **Substitute Childcare staff**

Individuals interested in any position to include **Clinical Counselor, Case Manager, Teacher, Instructional Aide, Administrative Assistant, Maintenance, Housekeeping, Dietary, and Administration** may send a letter of interest and either a completed application or a resume by email to [recruit@trschoo.org](mailto:recruit@trschoo.org), fax to 540-888-4513 or 4511, or mail to the mailing address listed at the bottom of page 2. An employment application can be downloaded from our website.

## JOB DESCRIPTIONS & SALARY SCALES

### **Student Life Counselor: Signing Bonus may apply**

Provide residential supervision, recreation skills, and counseling to students. High school diploma required. Bachelor's degree preferred. Therapeutic recreation degree or experience is helpful. Primary hours are 1:00 pm – 11:00 pm with alternating weekends off.

Non-degreed:	Starting Salary (with benefits):	\$27,438 to \$33,404
	Salary Range (with benefits):	\$27,438 to \$56,341
Degreed:	Starting Salary:	\$30,251 to \$36,763*
	Salary Range:	\$30,251 to \$61,764*

\*The requirements for this higher salary level are a Master's degree and Virginia Department of Education certification and endorsement in counseling, physical education, social work, emotionally disabled, etc.

### **Substitute Childcare (no benefits)**

Supervise students, assisting with daily living skills, educational and recreational activities. Primary hours are afternoons, evenings, nights, and weekends.

Salary: \$10.50 - \$12.00 per hour

**Night Counselor: Signing Bonus may apply**

Supervise students overnight and during morning routines. Assist with record-keeping. Primary hours are 11:00 pm – 9:00 am, with alternating weekends off.

Starting Salary (with benefits): \$21,499 to \$28,931\*

Salary Range (with benefits): \$21,499 to \$49,085\*

\*The requirement for this higher salary level is a Bachelor's degree.

**Unit Manager:**

Provides professional direction and supervises Unit staff members. Plans, develops, implements, and monitors a school-wide residential program for residential life. Ensures that the residential program within the Unit is responsive to the identified individual needs of the students. Bachelor's degree in psychology or social work preferred. Primary hours are 3:00 pm to 11:00 pm.

Salary Range: \$33,351 to \$64,668

**Case Manager:**

Coordinate services designed to meet students' needs while serving as the principal contact between the school, family, and placing agencies. Participate in the development and implementation of individual behavior plans. Master's degree in counseling, psychology or social work. Primary hours are 8:30 am to 5:00 pm.

Salary Range: \$35,619 to \$73,293

**Teacher:**

Plans, develops, implements, and evaluates a program of instruction to include the development of an individualized educational program, individualized instruction, selection of appropriate instructional materials, classroom management, and preparation of progress evaluations. Advises residential staff with regard to individual student learning needs and methods or techniques which may be used to meet these needs. Participates in an interdepartmental approach to the overall assessment of each student's needs, program, and progress. Primary hours are 8:30 am – 4:00 pm.

Starting Salary: \$43,019\* to \$50,445\*\*

Salary Range: \$43,019\* to \$75,709\*\*

\*Requires certification or ability for certification within the Commonwealth of Virginia. Teachers without Special Education endorsement but willing to pursue endorsement are encouraged to apply.

\*\*The highest salary requires dual endorsement.

*Last Revision: 6/20/2017*

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*Mailing address:*  
Timber Ridge School  
P.O. Box 3160  
Winchester, VA 22604

[www.TimberRidgeSchool.org](http://www.TimberRidgeSchool.org)

*Physical address:*  
Timber Ridge School  
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Cross Junction, VA 22625