

Job Title: Speech / Language Pathologist

Responsibilities:

1. Perform intake evaluations on each student to assess their speech and language performance using evaluation tools and tests appropriate to the functional level of each student.
2. Prepare daily therapy plans.
3. Provide 30 minute speech / language therapy sessions to all MOSD students.
4. Send notes home to parents on a regular basis to keep them apprised of children's current therapy targets, vocabulary, and home activities for reinforcement of skills.
5. Perform annual testing to measure overall receptive and expressive language progress on each student and provide report to Executive Director.
6. Write annual speech and language goals for each child's IFSP / IEP and attend related meetings.
7. Write 4 annual progress reports on each child and submit to Executive Director for review as scheduled.
8. Keep daily therapy notes on each student entered into TIMS system. Submit monthly attendance sheets and daily therapy notes to Rosemary Higginbotham on the last day of each month.
9. Become familiar with the LENA System. Learn to input data, download reports and interpret results.
10. Attend weekly MOSD staff meetings and teachers meetings.
11. Work in after hours clinic Monday-Thursday from 3:30-4:30
12. Provide therapy for 10-15 outside clients each week.
13. Be available to substitute for partner therapist, or teacher, in case of absence.
14. Be available to fill in for lunch or recess duty, as needed.
15. Be available to fill in for occasional daycare times, as needed.
16. Be available to change children's diapers, if needed.
17. Perform various duties essential to the smooth operation of MOSD, as requested, including keeping common areas tidy and clean.
18. Participate in staff functions such as SpeakEasy Gala, MOSD Golf Tournament, Mustangs of Memphis Car Show, and any other duties, as assigned.
19. Help to make children, parents, and guests and co-workers feel welcome and appreciated.