

Job Description – Licensed Speech Therapist at My Little Pumpkin Special Education School

Position Title: Licensed Speech Therapist

Organization: My Little Pumpkin Special Education School (MLP)

Program: MLP Advanced Communication & Language Program (Speech Therapy)

Employment Type: Full-Time

Reports To: Principal / Therapy Program Coordinator

I. Purpose of recruitment

As we expand our services in special education, we are looking for a talented candidate to join our team to assess, diagnose, and deliver individualized speech and language therapy services to children with communication difficulties at MLP. The therapist works collaboratively with teachers, assistants, and parents to enhance each child's expressive and receptive language, articulation, social communication, and overall communication confidence.

II. Key Job Responsibilities (JR)

1. Assessment & Diagnosis

- Conduct standardized and non-standardized speech and language assessments.
- Identify communication disorders (e.g., articulation delay, language disorder, apraxia, stuttering, etc.).
- Prepare individualized communication profiles and therapy plans.

2. Therapy Planning & Implementation

- Develop **Individualized Speech Therapy Plans** based on assessment results.
- Deliver one-on-one speech therapy sessions using evidence-based techniques.
- Use tools such as visual aids, AAC devices, or play-based methods when necessary.
- Adjust therapy approaches based on ongoing progress and feedback.

3. Progress Monitoring & Reporting

- Maintain detailed progress notes for each child.
- Provide **monthly reports** to parents highlighting goals, progress, and recommendations.
- Participate in multidisciplinary meetings with special education teachers and parents to ensure coordinated care.

4. Family & Staff Collaboration

- Offer strategies and tools to parents and teachers to support communication development outside therapy sessions.
- Train teaching assistants and SPED teachers on how to generalize therapy goals into daily classroom routines.
- Participate in parent consultations or workshops as needed.

III. Preferred Qualifications

- Bachelor's (or Master's) Degree in Speech-Language Pathology
- Valid professional license (e.g., PRC license under RA 11249 – Speech-Language Pathology Act in the Philippines)
- At least 1 year of clinical experience in pediatric speech therapy (preferred)
- Strong skills in communication, documentation, and collaboration

IV. Benefit

The candidate will be entitled to the following benefits:

- Pay ranging from 500USD-800⁺USD based on qualification
- Paid annual leave of 14 days, excluding the school holiday
- Paid school holiday/Public holiday
- 12 days of sick leave
- 1 months of paid hospitalization leave
- Meal allowance of 50\$
- Paid insurance under the National Social Security Fund (NSSF)
- Paid Visa during the employment contract
- Paid work permit (legal employment license issued by the government)

V. Recruitment Process

Interested candidates shall download an application for employment from the link below and submit it together with their resumes and cover letters to the following address:

- Email: hr@mlpis.com, cc: phearaphon.info@gmail.com
- Link to application for employment: [APPLICATION FOR EMPLOYMENT.docx](#)

Learn more about us: www.mlpis.com or <https://web.facebook.com/MLPSpecialEducation>

We are looking forward to seeing you soon! 😊
