



## Right Track Program Coordinator

### Purpose Statement

The Right Track Program Coordinator is responsible for the implementation of Right Track services for children ages birth to three in the following Region VII counties: Burleigh, Morton, Oliver, Mclean, Mercer, Grant, Emmons, Kidder and Sheridan counties.

### Supervisory Relationship

Reports to: BECEP Coordinator

### Essential Functions

- **Right Track Implementation:** Develop and coordinate Right Track services for children ages birth to three in the nine counties served in Region VII, ensuring compliance with Part C of IDEA.
- **Screening Coordination:** Organize and coordinate screenings and follow-up services for all children referred to the program within the nine counties served in Region VII.
- **Personnel Management:** Interview, hire, and train qualified personnel to provide Right Track services.
- **Supervision:** Provide supervision, consultation, and evaluation of Right Track Specialists and Right Track Secretary, assigning job responsibilities as necessary for program operation.
- **Policy Monitoring:** Develop and monitor program policies and procedures to ensure best practices and compliance with Part C of IDEA.
- **Referral Coordination:** Coordinate the referral process for children ages birth to three needing further evaluation and possible Infant Development services.
- **Follow-Up Services:** Coordinate follow-up services for children not eligible for Infant Development services to monitor progress and support parents.
- **Data Collection:** Collect data to track home visits, referrals, and services provided; complete required monthly, quarterly, and year-end reports.
- **Public Awareness:** Coordinate or participate in public awareness activities including presentations, booths, public speaking, social media, and circulating literature to promote community knowledge about Part C services and the referral process.
- **Resource Provision:** Be a resource and partner with other agencies or groups who work with children birth to three, parents, caregivers, and staff on community resources and specific medical and developmental concerns that may qualify a child for more services.
- **Committee Participation:** Participate in local, regional, and state committees working with the families of infants and toddlers and collaborating with community agencies.
- **Program Evaluation:** Develop and implement a process to evaluate program effectiveness and parent/caregiver satisfaction; monitor program success and recommend changes as needed.
- **Staff Meetings and Training:** Coordinate Right Track staff meetings and provide training opportunities for Right Track Specialists.
- **Monitor Budget:** Purchase Right Track supplies and monitor expenditures. Work collaboratively with the BECEP Coordinator, Student Support Services Director, and accounting department to meet the needs of the Right Track program within the budget.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance. The daily schedule may vary to meet the needs of the program, staff, and participating families.
- **Perform Other Duties:** Undertake additional tasks as assigned to support school operations, to promote the Right Track program and/or work collaboratively with other entities serving infants and toddlers.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Strong organizational and coordination skills.
- Strong oral and written communication skills.
- Ability to develop and implement policies and procedures.
- Prepare and maintain records.
- Coordinate with other agencies.
- Operate standard office equipment.

### **Knowledge**

- In-depth knowledge of Child Find Part C of IDEA requirements.
- Understanding of early childhood development and developmental delays.
- Knowledge of general infant/toddler milestones and behaviors to promote development, health, and wellbeing.
- Familiarity with community resources for young children and families.

### **Abilities**

- Work effectively with diverse populations.
- Manage and supervise personnel.
- Collect and analyze data to inform program improvements.
- Work independently and collaboratively.
- Prioritize and manage multiple tasks and /or schedule changes.
- Meet deadlines.
- Maintain confidentiality.
- Ability to be fiscally responsible with Right Track budget.

### **Responsibility**

Ensures program compliance with state and federal regulations. Assure service delivery to children and their families. Supervision of Right Track staff.

### **Work Environment**

Office, home, and community-based settings. Regular travel within Region VII.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

### **Experience**

Experience in early childhood development or related fields.

Previous supervisory experience preferred.

Previous home-visiting and experience working with infants and toddlers preferred.

### **Education**

Bachelor's degree in early childhood education or a related field required.

Master's degree preferred.

### **Continuing Education/Training**

Participation in ongoing professional development as required.

### **Clearances**

Criminal Justice Fingerprint/Background Clearance.

**FLSA Status**

Exempt

**Salary Grade**

PD