

Bismarck Public Schools

TITLE: Right Track Developmental Specialist

QUALIFICATIONS: BA or BS Degree in early childhood, education, social work or a related field and experience working with infants and toddlers. If a licensed degree, preference is that specialist be licensed to practice in the State of North Dakota.

REPORTS TO: Right Track Coordinator

JOB GOAL: Provide in-home developmental screenings, parent training, consultation and referrals to community resources

PERFORMANCE RESPONSIBILITIES:

1. Adhere to BECEP and Bismarck Public Schools policies and procedures.
2. Develop knowledge of community resources/programs for families with infants and toddlers.
3. Administer screenings, according to provided guidelines, complete follow-up services and make recommendations.
4. Maintain records in Kid Track II and on designated forms to keep track of home visits/screenings, contacts, referrals and services provided.
5. Attend and participate in quarterly trainings and supervision as offered.
6. Provide parents with ideas for developmentally appropriate enrichment activities.
7. Provide current information and community resources to families on specific early childhood issues.
8. Provide referral information for appropriate services.
9. Other related responsibilities as assigned.

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1. Make home visits to assigned families in order to provide developmental screenings, community resources, and suggestions to parents for appropriate activities that enhance the overall development of their child.
2. Schedule home visits and screenings monthly as authorized by the Right Track Program Coordinator.
3. Dual Compensation: The Right Track Specialist certifies upon monthly submission of each Right Track Activity Log, not to draw compensation from another job while performing any service for Right Track. Such compensation must be properly authorized annual leave, leave without pay, or compensatory time and does not conflict with the leave policies of that agency or organization. This is to ensure that the Specialist does not receive dual compensation for overlapping tasks or time billed to other Federal, State, and/or local government grants, contracts or other funds.
4. Confidentiality and Rights in Data: The Specialist will obtain or be given access to confidential or proprietary information belonging to Right Track and its clients during the course of services hereunder. Specialist agrees to keep such information strictly confidential, stored in a secure location, as required by Right Track, and shall not disclose or make use of such information, except for the sole purpose of providing services for Right Track.
5. Will maintain records, progress reports, and files, using designated forms and returning all such forms and files according to Right Track Procedures.
6. Will return all files, forms, progress reports, records and any other information gathered on the children and/or families visited as requested by Right Track Coordinator.
7. Will bring all questions or concerns regarding the child's developmental screening or concerns expressed by the parents to the attention of Right Track Coordinator or designee within 48 hours of the visit.
8. Will attend and participate in scheduled meetings, trainings and supervision sessions as approved by Right Track Coordinator.
9. Will deliver services in accordance with Right Track Consultant Procedures.

Right Track will provide the following:

1. Screening tool, training in use of the screening tool, forms, written information, Right Track bag and toys needed to complete the screening.
2. Consultation and resources on child development issues and family questions/concerns.
3. Supervision for Right Track Consultant will be reimbursed at \$20.00 per session when pre-approved by Right Track Coordinator.
4. Training sessions for Right Track Consultants will be provided periodically. The Consultant will be reimbursed \$35.00 per training session when pre-approved by the Right Track Coordinator.

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5. Fees & Expenses: Right Track agrees to pay \$ 45.00 per local home visit and \$55.00 for rural visits. Rural visits are to destinations over 25 miles from the Specialist's home or office. Specialist will be responsible for getting to and from the family's home. Travel time will be at the Specialist's expense. Right Track will reimburse the mileage to and from the family's home at \$0.58 per mile. If a family is not home for a home visit, reimbursement will be for mileage only.
6. Right Track Coordinator determines the monthly number of home visits completed by each specialist. If a consultant is unable to make his / her allotted number of monthly visits, the Right Track Coordinator expects prior notice with ample time to find a sub and grant permission to specialist. Failure to give notice and maintain allotted number of visits may result in termination.
7. Right Track will retain final authority regarding the use of screening tools, forms and purchases of supplies and equipment utilized in working with families. Prior approval from the Right Track Coordinator is required before using materials not provided by Right Track.