

Community: Transition Coordinator Guide

What is a Transition Coordinator?

A Transition Coordinator is responsible for building and maintaining the system to support children transitioning into kindergarten or formal school.

Why is a Transition Coordinator important for your community?

A Transition Coordinator can fulfill several roles within your community to ensure that children effectively transition into kindergarten classrooms. A Transition Coordinator can

- **Plan and guide the Transition process:** The Transition Coordinator may oversee the development of transition plans that include timelines, goals, action steps, and outcomes. They may also assist the school (district) as it develops other plans, such as strategic plans or service area plans to make sure that the top of transition has been appropriately included.
- **Implement the Transition process:** The Transition Coordinator may provide support to help ensure that the schools (districts) are able to consistently use the transition plan and help the school (district) remain on task with important transition timelines. They may also ensure that community partners, including schools, understand the importance of creating transition plans for individual children and families based upon the needs within the community.
- **Training related to the Transition Plan or Process:** The Transition Coordinator may be responsible for coordinating transition training, including details of the transition to Kindergarten, for families, staff, other community members or partners, including school districts.
- **Evaluation related to the Transition Plan or Process:** The Transition Coordinator may assist school districts with accessing or obtaining information to effectively evaluate the transition process.

What qualifications should a Transition Coordinator possess?

Because a transition coordinator position entails responsibility for the transition plan—from planning to implementation, to evaluation—the following skillsets are recommended.

Skills:

- Verbal and written communication skills
- Ability to listen and promote empathy
- Ability to manage projects and lead a group
- Teambuilding skills
- Decision making skills
- Computer skills—internet, email Microsoft Word and Excel
- Time management skills
- Interpersonal Skills

Experience & Knowledge Needed

- Experience in education, administration, or social-community based
- PA Early Learning Standards
- Community resources
- Preschool and kindergarten school environments
- Developmental benchmarks

Education & Qualifications

- Degree in education, family studies, or social sciences
- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal History Record Check
- Federal Criminal History Record