

School District: 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 school?

A Transition Coordinator can fulfill several roles within your school to ensure that children effectively transition into the kindergarten classroom. A Transition Coordinator can

- **Plan and guide the Transition process:** The Transition Coordinator will 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 will ensure that the school (districts) transition plan is used consistently by all staff to help the school (district) remain on task with important transition timelines and to support school (district) compliance with any regulations or expectations related to transition. They will also ensure that staff members understand the importance of creating transition plans for individual children and families based up on the school (districts) overall transition process.
- **Training related to the Transition Plan or Process:** The Transition Coordinator will be responsible for providing transition training, including details of the transition to Kindergarten, for families, staff, community members or other partners, such as early learning programs.
- **Evaluation related to the Transition Plan or Process:** The Transition Coordinator will incorporate methods for evaluating the effectiveness of the school (districts) transition process, and align their methods with other major initiatives such as collecting outcomes data from schools (districts).

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

- Minimum two years' experience in education, administration, or social-community based
- PA Early Learning Standards
- Community resources
- Preschool and kindergarten school environments
- Developmental benchmarks

Education & Qualifications

- Minimum Associates 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

How much time will the Transition Coordinator need to fulfill the roles and responsibilities?

It is recommended that the position of Transition Coordinator be, at minimum, a 20 hour per week, twelve-month position.

What would the job description look like for the Transition Coordinator?

There are several available examples of job descriptions for the Transition Coordinator.

Example 1

Job Description: Transition Coordinator

Develops and implements a developmental and culturally appropriate transition program to support the transition of students into Kindergarten. The Transition Coordinator trains families on using effective tools that will promote success for children and their families in schools. Organizes regularly scheduled activities for transitioning children and their families. Supports and monitors progress of students transitioning to Kindergarten. Acts as a liaison between the schools and early learning programs. Maintains an open, friendly, and cooperative relationship with each child's family.

Essential Functions

Regular and consistent attendance is an essential function of this position.

- 1. Trains families and staff on using effective tools that will promote success in the school by:**
 - Assisting families of transitioning children by encouraging and facilitating meetings with school personnel.
 - Discussing strategies with families for effective communication with school staff.
 - Informing families of their rights and encouraging them to be advocates for their children.
 - Organizing and facilitating tours of school facilities for families and children.

- 2. Organizes regularly scheduled activities for transitioning children and their families by:**
 - Planning and implementing a Summer Kindergarten Transition Program.
 - Developing regularly scheduled Family /Child Activity Nights in the summer through collaboration with school principal(s).
 - Providing developmentally appropriate activities in a culturally sensitive manner.
 - Researching and providing families with local resources/ summer activities that will enhance children's academic, behavioral and social emotional readiness for Kindergarten.

- 3. Maintains an open, friendly, and cooperative relationship with each child's family by:**
 - Ensuring that information and services provided to the families is in their primary language.
 - Promoting families as the primary educators, as well as, advocates of their children by encouraging them to visit the new school, making them aware of the differences and similarities between the two settings.
 - Helping families understand how the transitioning process works and why their involvement is so important.
 - Demonstrating and understanding typical family anxieties and concerns.
 - Respecting families' point of view.

- 4. Maintains confidence and protects program operation by:**
 - Observing strict confidentiality regarding children and families and making families and staff aware of this policy.

- 5. Other responsibilities:**
 - Administrative work such as tracking data and writing status reports and transition plans.
 - Performing other work related duties as assigned.

Example 2

Job Description: Transition Coordinator

KNOWLEDGE AND EXPERIENCE:

Essential: Basic computer skills on IBM compatible P.C. systems and software. Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing. Resourceful and well organized. Must be of excellent moral character. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers. Ability to learn and adapt. Able to work on multiple tasks and prioritize appropriately. Take initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

Desired: Knowledge of Head Start Performance Standards/State Licensing requirements. Knowledge of area resources.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree in early childhood education or related field. Special education certification. Experience in the field of early childhood education and transition services. Computer literate. Possess current, valid driver's license and meet agency insurance underwriting guidelines. Submit to and pass standard criminal history check. Submit to and pass standard drug screen test.

WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use hands to finger, handle, or feel; Reach with hands and arms; Sit or occasionally stand; walk and stoop, kneel, or crouch; Regularly lift and/or move up to 30 pounds; Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; Occasional exposure to wet and/or humid conditions; Exposure to outside weather conditions; Noise level is usually quiet to moderate. Repetitive operation of computer keyboard.