



STP Transition Coach Position

Job Description:

The Summer Transition Program (STP) budget includes one part-time Transition Coach position per classroom. This position serves as an essential link between home and school by fostering communication and collaboration, supporting families as their children prepare for a successful start to the new school year.

Job Responsibilities:

- Establish positive relationships with families, teachers, and school administrators
- Assist the director in engaging with families to recruit children for the Summer Transition Program, emphasizing parental involvement, small teacher-student ratio, and the benefits of the program
- Assist families in navigating the transition to the upcoming school year (Georgia's Pre-K or Kindergarten) to ensure children are ready to start the new school year
 - Registration documents
 - Locating a school
 - Transportation options
- Provide education (training), community resources relevant to family needs, and opportunities for families to connect through weekly program activities
- Offer and host a minimum of one parent/adult workshop or family engagement activity weekly
- Develop a plan to provide prizes or 'give aways' for parent participation in workshops and family engagement activities
- Manage communication to parents/families through letters, phone calls, apps (ex. Remind, Brightwheel, Procare, etc.) to support student attendance and encourage adult/family participation in program activities
- Maintain or assist the site director with the maintenance of complete and accurate student files and assist families with obtaining any needed documentation
- Survey families to learn about any needs, interests (for workshops or family activities), preferred method of contact, and availability for participating in program activities
- Upon request, provide information about community resources such as GED, TANF, PeachCare for Kids, or help in obtaining extended day services (before or aftercare)
- Maintain Transition Coach Activity Form and Checklist weekly

- Collaborate with families and teachers to determine what Student Transition Materials should be purchased for each child (\$600 per class), specific to the needs of each family
- Meet weekly (1x per week minimum) with STP classroom teachers to stay informed and collaborate
 - Communicate with teachers to stay informed of any attendance concerns and follow up with families if concerns arise
 - Collaborate with teachers to create opportunities for families to participate in classroom activities, provide take-home activities, or share information/reminders with families about upcoming events

Qualifications:

- CDA, TCC, TCD, Paraprofessional Certificate, Associate's Degree (AA, AS, AAS, AAT) or higher credential in child development, early childhood education, family and child development, elementary education, educational leadership
- Experience working with families of young children
- Comfortable speaking with adults
- Ability to plan and facilitate adult workshops and family engagement activities
- Experience providing professional presentations
- Ability to work independently with a flexible schedule
- Strong organizational skills
- Fluently speak, read, write, and understand English and Spanish (Rising Pre-K)
- Demonstrate enthusiasm, interest, and skill in assisting families