STP Transition Coach Work Schedule

Each Transition Coach must work seven-eight weeks and must meet the 160 hours total (per class) by the conclusion of STP. Complete this form with your Transition Coach to ensure all parties are included in the plan and are aware of the agreement. **This work schedule is required to be onsite for review by Pre-K Specialist.**

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| Site Name: |
| Transition Coach Name: |
| Rising Pre-K  Rising Kindergarten |
| Number of classes Transition Coach is supporting (cannot be more than 2): |

**Anticipated Work Schedule for Transition Coach**

Directions: Include the dates of each week the Transition Coach is scheduled to work. Indicate days of the week each week the coach will work and the hours each day in the daily boxes. Include the anticipated total working hours for each week in the final column.

\*Note: The Transition Coach position has flexible hours due to the tasks and responsibilities the position requires. The Transition Coach work schedule must TOTAL 160 hours by the last instructional day of the program. On average, 160 hours comes to 20 hours per week. However, some coaches may need to work more hours some weeks and would then work less hours other weeks to balance their hours out.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Week | Dates | M | T | W | TH | F | Total Hours |
| Sample | May 20-25, 2025 | X  8-10am  1-3pm | X  8-10am  1-3pm | X  3-7pm | X  8-10am  1-3pm | X  8-12pm | 20  (1 class) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| Total Hours | | | | | | |  |

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| Comments regarding work schedule: |