

**Job Title:** Para Educator B: Transition to Kindergarten Program  
**Classification:** Educational Support  
**Reports To:** Building or Program Administrator

**General Description:** *Transition to Kindergarten (TK) is a legislatively established and authorized program for children who are at least 4-years-old by August 31 and have been identified through a screening process to be in need of additional preparation to be successful kindergarten students in the following school year. Under the direction of the Administrator and Teacher, is responsible for applying general skills supporting the program educational process.*

**Performance Responsibilities/Essential Functions:**

1. Assists in implementing a developmentally appropriate, culturally responsive Transition to Kindergarten program.
2. Supports the delivery of services according to best practices for early learning collaboration.
3. Assists in preparing a developmentally appropriate classroom environment including organizing and rotating learning materials.
4. Assists in carrying out Individualized Education Plan (IEP) goals of students; cognition, pre-academic skills, social and behavior skills, and self-help skills (may include toileting and feeding).
5. Assists in recording daily student data/observation records on children.
6. Monitor and assist with student behavior plans.
7. Assists with getting students to and from buses.
8. Assists children with clothing changes related to toilet training as needed.
9. Participates in new learning as determined by the district/building.
10. Performs other duties as assigned.

**Qualifications:**

**Education and Experience:**

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
  - a. AA Degree or higher, or
  - b. 72 quarter hours or 48 college semester credits of 100 or higher, or
  - c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).
3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. One-year experience in a preschool or childcare setting is preferred.
5. Blood Borne Pathogen Training annually, provided at time of hire.

**Knowledge, Skills, and Abilities:**

1. Knowledge of early childhood education.
2. Knowledge and application of safety and cleanliness procedures related to performance responsibilities.

3. Knowledge of standard classroom procedures.
4. Skills in organization and time management.
5. Skills in verbal and written communication.
6. Ability to lift up to 50 lbs. to facilitate picking up / transferring children.
7. Ability to remain calm, flexible, and work effectively under pressure.
8. Ability to always maintain strict confidentiality of student information, including on site, interdepartmentally, between buildings, and within the community.
9. Ability to take direction in a professional manner and follow through.
10. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
11. Ability to maintain good working relations with co-workers, staff, students and community members.
12. Ability to follow SSD policies, procedures and protocols.
13. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
14. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

**Working Environment & Physical Requirements:**

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%

Seldom: sit/stand, carry up to 40lbs., push/pull, twist, bend, squat/crouch; Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

New: 08/2023

Revised: 11/2024; 12/2024 (ADA)