

PSP Job Description 2016-2017

Overview

Professional service providers (PSPs) are experienced, quality educators who provide technical assistance and support to campuses and districts with required interventions in the Texas Accountability Intervention System (TAIS). PSPs assist in building the capacity of campus/district leaders, teachers, and staff to understand and implement the TAIS continuous improvement process.

Expected Knowledge of

- Current state policy and programs related to assessment, accountability, curriculum, and educator appraisal systems
- Research-based practices and interventions to address the area(s) of low performance in the state accountability system and, if applicable, the Every Student Succeeds Act (ESSA) turnaround principles
- District perspective of organizational structure, communication systems, and structures for collaborative work across district work groups in support of continuous improvement
- Current knowledge of district and campus leadership practices as they relate to fiscal, accountability, and curriculum
- Current research regarding best practices in school improvement and the role the district plays in curriculum, instruction, and assessment
- Understanding of how district practices can be leveraged to increase campus success

Required Skills

- Ability to positively influence student performance that increases campus accountability ratings
- Interpersonal skills that influence an atmosphere of shared respect, trust, and confidentiality with campus staff, district personnel, and fellow PSPs
- Confidence in oral communication to engage district/campus leadership in dialogue responsive to critical questions surrounding best practice
- Coaching skills that demonstrate active listening, reflective questioning, and full engagement
- Technical writing skills that capture evidence in a clear, concise, and objective manner
- Ability to effectively use various modes of technology, such as email, virtual meeting platforms, and social networking to communicate
- Ability to connect information to see emerging trends and collaborate to address solutions, and articulate clear and compelling goals
- Ability to quickly apply school improvement and turnaround practices significant to success at the campus/district level
- Ability to accurately analyze and assess systems in order to identify root causes of low performance
- Ability to influence in a results-oriented way so campus and district leadership collaborate in establishing the necessary processes to ensure their path to success
- Ability to use failures as learning opportunities, and celebrate successes
- Ability to analyze qualitative and quantitative data, to draw conclusions out of multiple sources of data, and develop timely actions to meet annual goals

Roles and Responsibilities

- Adheres to the *current year Code of Ethics and Standard Practices for Texas Educators* and the *PSP Network Handbook*
- Exemplifies the trustworthiness and integrity necessary to lead adults and model core values regarding confidentiality, punctuality, work focus, and quality of product
- Serves as a liaison between the Texas Center for District and School Support (TCDSS), Texas Education Agency (TEA), local education service center (ESC), and district/campus
- Verifies that all school improvement requirements are met and reported
- Recognizes and acts upon opportunities for continuous improvement at the district and campus level
- Works with the district coordinator of school improvement (DCSI) to implement the TAIS continuous improvement process with all assigned campuses identified for intervention through the state accountability system or as a priority school
- Maintains a positive problem-solving attitude in the face of unforeseen challenges and acts as a positive change agent
- Works with district and campus staff to ensure their understanding of the current accountability system

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- Utilizes research-based practices and interventions to address the identified campus needs
- Supports the effective implementation of all components of the school improvement process
- Facilitates the strategic planning process that addresses gaps in all seven of the Critical Success Factors (CSFs)
- Monitors the progress of activities and strategies contained within the targeted improvement plan and facilitates the on-going refinement of the plan
- Assists in building leadership and teacher capacity through professional learning
- Establishes and/or refines internal systems and processes focused on the sustainability of school improvement
- Serves as a member of the campus intervention team (CIT)
- Responsible for his/her ongoing professional learning, and attends required meetings and trainings
- Maintains clear and concise reports and updates them in a timely manner
- Assists campus with TTIPS grant requirements, when applicable
- Works closely with other statewide partners (PSP Area Leads, ESC Representatives)