

2014-2015 Campus Intervention Team Procedures

Statutory Requirement

Texas Education Code (TEC) §39.106(a) stipulates that a campus intervention team (CIT) shall be assigned to any campus that is rated *Improvement Required (IR)*.

19 Texas Administrative Code (TAC) §97.1063 further indicates that local education agencies (LEAs) will recommend CIT members according to procedures established by the Texas Education Agency (TEA).

CIT Membership

The CIT assigned to campuses consists of the district coordinator of school improvement (DCSI) and a professional service provider (PSP).

District Coordinator of School Improvement – The DCSI is a local district administrator who

- Ensures district support for the academic achievement of the campus and implementation of all intervention requirements;
- Is in a leadership position in school improvement, curriculum and instruction, or in another position with responsibility for student performance;
- Has a direct line of contact to the superintendent and other critical LEA personnel;
- Has the authority and influence to encourage operational flexibility and eliminate potential barriers to continuous improvement efforts;
- Oversees the campus engagement in the Texas Accountability Intervention System (TAIS) continuous improvement process; and
- Ensures responsiveness of LEA offices to improvement efforts;

The full list of responsibilities for the DCSI can be found in the [2014-2015 DCSI Job Description](#).

Professional Service Provider (PSP) – A PSP is an experienced educator (former principal, superintendent, and/or district administrator) who

- Provides technical assistance to campuses in building the capacity of campus and district leaders, teachers, and staff to understand the TAIS continuous improvement process;
- Serves as a liaison between the Texas Center for District and School Support (TCDSS), TEA, local education service center (ESC), and district/charter school;
- Is an approved member of the PSP Network;
 - *A registry of qualified PSPs available in each region may be accessed via the Intervention and Stage Activity Manager (ISAM) application within the TEA Secure Environment (TEASE)*
- Supports implementation of all intervention requirements; and
- Reports progress to the agency.

LEAs, in collaboration with their ESC, select a PSP from the PSP Registry. PSPs listed in the registry have the knowledge and skills necessary to perform responsibilities outlined in the [2014-2015 PSP Job Description](#). A PSP's credentials are also available in the registry. Additional guidance in selecting and contracting with a PSP is available in the *Professional Service Provider Selection Guidance*.

TEC §39.110 states that LEAs are responsible for the costs associated with the CIT.

CIT Duties/Responsibilities

The CIT will:

- Work collaboratively with the campus leadership team (CLT) to conduct intervention requirements listed in TEC §39.106 and §39.107 and supported in TAC §97.1063 and §97.1064 which are provided through the framework of the Texas Accountability and Intervention System (TAIS). Required activities include:
 - Engaging in the TAIS which includes the continuous improvement process of data analysis, needs assessment, improvement planning, and implementation and monitoring of a targeted improvement plan;
 - Conducting a public hearing regarding and submitting a targeted improvement plan to the board of trustees/governing board for approval;
 - Submitting the targeted improvement plan to the commissioner for approval;
 - Implementing and monitoring the progress of the targeted improvement plan;
 - Updating and submitting for approval the targeted improvement plan each year the campus retains the rating of *Improvement Required*;
- Determine which educators may be retained at a campus subject to reconstitution as required in TEC §39.107 and TAC §97.1064; and
- Work with campuses, in accordance with TEC §39.106(e)(1)(A) until they have earned a *Met Standard* rating for two consecutive years,
 - Unless the campus is eligible for CIT release under provisions in TEC §39.106(e)(1)(B).

Procedures for Submitting CIT Membership for Approval

LEAs recommend CIT membership for approval by submitting the DCSI's and PSP's name to TEA through ISAM.

- **Submit names of the PSP and DCSI for approval by September 5, 2014.**
 - Proposal form can be found in PSP registry within the [Intervention and Stage Activity Manager \(ISAM\)](#) application; and
 - The DCSI's profile will also need to be created or updated in the contacts tab of ISAM;
- **Submit DCSI qualifications to TEA through ISAM by September 26.**