

Campus Professional Service Provider (PSP) Job Description 2012-2013

Professional Service Providers are experienced educators (former principals, superintendents and district administrators) who provide technical assistance to campuses and districts in the state and/or federal school improvement process.

The PSP will provide assistance and oversight in building the capacity of campus leaders, teachers and school staff to understand the *Systems for Continuous District and School Improvement* and to identify and address gaps in the Critical Success Factors of:

- Academic Performance
- Use of Quality Data to Drive Instruction
- Leadership Effectiveness
- Increased Learning Time
- Family/Community Engagement
- School Climate
- Teacher Quality

Characteristics of an Effective PSP

- Views role as an integral part of achieving the goal of the *Systems for Continuous District and School Improvement* which is continuous improvement through system transformation, sustainability and accelerated achievement
- Views self as a positive change agent
- Ability to quickly become versed in 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
- Exemplifies the trustworthiness and integrity necessary to lead adults
- Demonstrates an attitude of service and collaboration
- Models a variety of effective communication modes using available technology
- Maintains a positive problem-solving attitude in the face of inconsistent or unforeseen challenges
- Recognizes and captures opportunities for continuous improvement at the district and campus level

Roles and Responsibilities of the PSP

- Adheres to the *Revised Code of Ethics and Standard Practices for Texas Educators*.
- Understands the current accountability systems and utilizes research-based practices and interventions to address the area(s) of both state and federal accountability systems.
- Guarantees that all campus documentation is reported to TCDSS and TEA in a timely manner
- Facilitates the strategic planning process that addresses gaps in the Critical Success Factors
- Oversees the effective implementation of all components of the school improvement process
- Monitors the progress of activities and strategies contained within the improvement plan
- Facilitates the on-going refinement of activities and strategies in the improvement plan
- Builds leadership and teacher capacity through skills training and the establishment and /or refinement of internal systems and processes focused on the sustainability of school improvement
- Demonstrates an ethical core regarding confidentiality, punctuality, work focus and quality of product.
- Verifies that all state and federal school improvement requirements are met
- Serves as a liaison between the Texas Center for District and School Support, Texas Education Agency, the local Education Service Center and the district.
- Collaborates with TCDSS and TEA to provide needed technical assistance to the campus and/or district