

## PSP Job Description 2017-2018

### 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 build the capacity of school leaders, teachers, and staff by helping them create a culture of continuous improvement and sustainability using the TAIS Continuous Improvement Framework.

### Qualifications

- Master Degree in Education or related field (required)
- Doctorate Degree in Education or related field (preferred)
- Current administrative certificate (preferred)
- Leadership coaching certification (preferred)

### Experience

- Experience as a campus, central office administrator, or teacher leader
- Experience with state and federal accountability systems
- Success in designing and implementing research-based programs to address school improvement needs
- Experience providing professional development to experienced educators
- Successful school turnaround experience as a campus administrator (preferred)

### Special Knowledge & Skills

- Knowledge of federal and state school improvement requirements including, but not limited to the Texas State Accountability System, TAIS, ESSA, and Texas Title 1 Priority Schools (TTIPS)
- Knowledge of the principles of school turnaround, turnaround leadership, and current educational research in school improvement, and the ability to quickly apply them, as appropriate, at the campus/district level
- Ability to accurately analyze and assess systems to identify root causes of low performance
- Knowledge of systematic planning practices, program evaluation, and district operations
- Oral communication skills that engage district/campus leadership in reflective dialogue
- Coaching skills that demonstrate active listening, reflective questioning, and full engagement
- Understanding of district perspectives of organizational structure, communication, and collaboration across work groups to support to leverage to campus success
- Ability to work in a fast-paced, team-focused environment with multiple groups
- Ability to influence stakeholders in a results-oriented way so campus, district leadership, and ESC personnel collaborate to ensure successful outcomes that meet or exceed state requirements
- Ability to manage multiple projects and meet deadlines
- Technical writing skills that capture evidence in a clear, concise, and objective manner
- Proficient in the use of technology to support all job requirements

### Responsibilities

- Adheres to the Code of Ethics and Standard Practices for Texas Educators and the PSP Network guidelines.
- 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 Professional Service Provider (PSP) Network, Texas Education Agency (TEA), local education service center (ESC), and district/campus
- Serves as a member of the campus intervention team (CIT)
- Supports effective implementation of the school improvement process and works with principals and the district coordinator of school improvement (DCSI) on required interventions and submissions.
- Assists the campus with TTIPS grant requirements, when applicable
- Works with district and campus staff to ensure their understanding of the current accountability system
- Provides school leadership teams with targeted training based on campus needs assessment.
- Maintains a positive problem-solving attitude and acts as a positive change agent
- Seeks out and is responsible for personal, ongoing professional learning and attends all required trainings outlined in the PSP Network Handbook