

Role: PREP Traditional Preservice Program Manager

Each school system must designate a PREP Traditional Preservice program manager to serve as TEA's primary point of contact for PREP Traditional Preservice communications and coordination. This role helps ensure information, deadlines, and program requirements are communicated effectively for PREP Traditional Preservice programming implemented by the school system.

As a best practice, the PREP Traditional Preservice manager should be an individual with visibility across the school system's educator workforce recruitment efforts and the ability to coordinate activities across campuses involved in PREP Traditional Preservice implementation. Depending on the structure of the school system, this individual may be a school system leader or another staff member designated to fulfill this role. Typical titles may include assistant superintendent, chief academic officer, executive director of human resources or talent, director of curriculum and instruction, or a similar leadership position with cross-departmental responsibilities.

Because several PREP Traditional Preservice activities occur during the summer months, school systems are encouraged to designate an individual who is available during that period.

Best practice for PREP Traditional Preservice program managers:

1. Serve as the primary point of contact for implementation of a PREP Traditional Preservice program within the school system.
2. Coordinate implementation activities, partners, participants, and stakeholders for the PREP Traditional Preservice program.
3. Monitor and manage PREP Traditional Preservice specific deadlines, requirements, and deliverables.
4. Collaborate with program partners, campuses, and internal stakeholders to support successful implementation of the PREP Traditional Preservice program.
5. Identify and address implementation challenges within the PREP Traditional Preservice program.
6. Monitor program progress and identify opportunities to strengthen implementation and outcomes within the assigned PREP program.
7. If applicable, leverage supports and resources accordingly from the optional in-kind technical assistance.