

PSP Placement Process

Overview Professional service providers (PSPs) are experienced, quality educators who provide technical assistance and support to districts with campuses identified as Improvement Required in the Texas Accountability System or for Comprehensive support under the Federal Every Student Succeeds Act (ESSA). PSPs are an extension of the Texas Education Agency (TEA) and ensure that district and school leaders are engaging in interventions that improve campus performance and create the district conditions needed to sustain this improvement.

PSP placements will occur between August 20, 2018 and September 7, 2018. The following charts explain the process that will be followed based on the current accountability status of the campus.

(The following information may not apply to regions participating in PSP pilots.)

| IR-Only Campuses |
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| Through a local contract via a Memorandum of Understanding (MOU), the PSP is compensated through local district funds. |
| Districts may access PSP resumes through the ISAM PSP Registry. |
| With the support of the local ESC, districts will select the PSP with whom they would like to contract. |
| After the PSP and district agree to work together, the district and PSP will determine the number of hours needed to support the campus(es), guided by the 2018-2019 PSP Hours Matrix Guidance document. The district will facilitate the contracting process through local procedures. MOUs must be signed by the district representative and PSP. Districts may use this sample MOU or their own locally developed contract. |
| After the contract is signed by the PSP and district representative, and the PSP is entered into ISAM by the DCSI, the PSP may begin working on the campus. |

| Comprehensive Campuses |
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| The PSP is contracted, and compensated, through the PSP Network (ESC13). See the 2018-2019 PSP Hours Matrix Guidance Document for more details. |
| The PSP Network will send a list of PSPs to the local ESC for review. The ESC will then communicate to the PSP Network that the PSPs have been reviewed and any feedback. |

If the principal and DCSI indicated on the spring survey that they wished to continue with the same PSP, who was part of the CIT which resulted in campus gains and who meets all PSP Network qualifications, the PSP Network will begin the contracting process through a Letter of Agreement (LOA). The district may choose to retain the PSP, or request the PSP Network to send additional recommendations. If additional PSP recommendations are requested by the district...

The PSP Network will send campus PSP recommendations to the principal and DCSI. The DCSI, with the support of the local ESC, will work with the campus principal to interview recommended candidates and identify a PSP who they believe will best support the needs of the campus. Once a PSP is selected, s/he will be contacted by a campus or district representative.

Using the link provided in the PSP recommendation email, the DCSI will notify the PSP Network of the PSP selected for the campus.

The PSP Network will begin the contracting process through a Letter of Agreement (LOA). LOAs must be completed by **September 7**, but are encouraged to be completed as quickly as possible. The PSP Network uses Adobe Sign, an electronic signature service, to acquire signatures on LOAs. In terms of state and federal law, the electronic signatures on the Adobe Sign document are considered equivalent to original, pen-and-paper hand signatures.

It is important to remember the LOA can only be e-signed by one person at a time. The next person in line to e-sign the LOA does not receive their email notification until the document is e-signed by the person before them. The LOA will be signed in the following order: district representative (DCSI), principal, PSP, and finally by a PSP Network representative. Once the PSP Network representative e-signs the LOA, the final contract will be emailed to all parties.

IMPORTANT NOTE: Add echosign@echosign.com to your email client's address book to ensure the notification does not end up in your Spam or Junk folder.

Once the LOA process is complete, the DCSI will enter the PSP's information in ISAM and the PSP may begin work on the campus.

Comprehensive Campuses that Are Also IR

PSPs serving a campus that is identified as Comprehensive and IR will have two contracts - one local contract and one contract through the PSP Network. See the 2018-2019 [PSP Hours Matrix Guidance Document](#) for more details.

The PSP Network will send a list of PSPs to the local ESC for review. The ESC will then communicate to the PSP Network that the PSPs have been reviewed and any feedback.

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Once the LOA process is complete, the DCSI will enter the PSP's information in ISAM and the PSP may begin work on the campus.

The district is also required to contract with the PSP for additional local contract hours using a Memorandum of Understanding (MOU). The district and PSP will determine the number of hours needed to support the campus(es), guided by the 2018-2019 [PSP Hours Matrix Guidance Document](#). The district will facilitate the contracting process through local procedures. MOUs must be signed by the district representative and PSP. Districts may use this [sample MOU](#) or their own locally developed contract.