

Attachment A

Lead Agent Roles and Responsibilities

TSR Comprehensive Lead Agents are responsible for bringing a community of early childhood education providers, known as “partners,” together to implement the TSR Comprehensive model within their selected preschool classrooms. Specifically, Lead Agencies are required to:

- **Partner with the Children’s Learning Institute (CLI)** at The University of Texas Health Science Center at Houston (UTHealth) to deliver TSR Comprehensive services to the community.
- **Recruit early childhood partners** serving at-risk children. Collectively, all early childhood partners served by the Lead Agent must serve at least 75% low income children, mandated by TSR funding provided by the Texas Education Agency. Lead Agents are responsible for ensuring that they maintain this service level throughout 2017-2019. Lead Agencies must partner with child care centers (non-profit, for profit, or faith-based) serving 3-4 year old children. Lead Agencies may also partner with public school and Head Start programs, and while it is not a requirement to serve Head Start or public school partners, one of the aims of the TSR Project is to improve quality across early childhood program types. (We highly recommend that Lead Agents maintain a waiting list of potential partners; CLI also maintains a statewide waiting list that Lead Agents may use to recruit potential partners.)
- **Host meetings and trainings** with early childhood partners to facilitate project implementation and to review project reports. Lead Agents will host three meetings a year with administrators from partner programs will consist of sharing community data, ensuring quality implementation of TSR Comprehensive, and discussing sustainability plans. Agencies will also host trainings to the general early childhood community including, but not limited to, an Infant, Toddler, and Three-Year-Old Early Learning Guidelines (ITELG) training. Each year, Lead Agents must provide an ITELG training to teachers in the community; a minimum number of participants required for each training will be provided to Lead Agents at the beginning of the grant year. CLI will provide content and training guidelines for ITELG training. Lead Agencies are responsible for securing the space for these meetings and trainings at no additional cost to CLI.
- **Provide CLI Engage accounts** to all teachers and administrators at partner programs, and ensure staff at partner programs know how to access resources on CLI Engage. Lead Agents will coordinate with CLI to initiate CLI Engage accounts and ongoing management of community data.
- **Ensure participating teachers have active accounts on the Texas Workforce Registry** on the Texas Early Childhood Professional Development System. Lead Agents will coordinate with CLI to initiate these accounts for participating teachers.
- **Recruit and hire qualified personnel.** A Lead Agent must hire a coordinator and coach(es), as needed, to help implement the TSR Project in the community. (See Appendix I of the RFA, or contact CLI, for example job titles and descriptions). Lead Agents will receive funding to support these staff via reimbursement. See additional information from CLI for more information on reimbursements: “2017-19 Reimbursement Guidelines.”

Attachment A

Lead Agent Roles and Responsibilities

- Provide **office space and project related amenities** (e.g. phone, furniture, copier, fax, scanner, computer with high speed internet access, office supplies, etc.) for project field staff. CLI reimburses the Lead Agent for the costs of these amenities (see 2017-19 Reimbursement Guidelines).
- **Designate an organizational leader**, other than project field staff (coordinator and coaches), who will communicate with CLI about issues related to progress and compliance, and participate in local TSR outreach events. If this organizational leader has changed from your Lead Agent application, please contact CLI.
- **Develop a sustainability plan** to ensure the community will continue to benefit from the project once the project has ended.
- **Adhere to the financial rules and procedures** as outlined in your agreement with CLI and the financial reimbursement process (see 2017-19 Reimbursement Guidelines and Service Agreement – particularly Section 1-4 and Section 12, compliance with fingerprinting requirement).
- **Complete periodic reports** on the progress and implementation of TSR.
- **Ensure the implementation** of the TSR model in participating programs.