

Job Description for the Steering Committee

QUALIFICATIONS FOR A STEERING COMMITTEE MEMBER:

- Understands accreditation, evaluation, and self-study processes or is willing to learn
- Organized
- Detail-oriented, able to see individual pieces of information as well as the big picture
- Knowledgeable about group processes and consensus building
- Someone who knows the SEO staff and educational community well
- Well-respected by the SEO community and able to encourage others to engage in the process
- Flexible and willing to work hard
- Cares about the SEO, knows about its history, and is interested in charting its future

JOB RESPONSIBILITIES OF THE STEERING COMMITTEE:

- Coordinates the selection and appointment of all subcommittee members
- Introduces and communicates the protocol and process to the SEO community
- Sets and maintains a time schedule for self-study and planning activities that will keep the SEO on track for completion of its accreditation activities
- Oversees administration, scoring, and interpretation of student, teacher, parent, and SEO community surveys, as applicable
- Offers regular updates to the SEO community, providing opportunities to analyze information and engage in discussion of what the findings mean
- Acts as an important “quality control mechanism” to ensure that subcommittee reports are of high quality, are consistent, and are representative of the SEO
- Provides orientation and training to subcommittee chairs/co-chairs as needed
- Provides assistance and troubleshoots concerns of the subcommittees as needed
- Keeps SEO head/governing body informed of subcommittee progress
- Monitors the work of the subcommittees
- Facilitates sessions to ensure consensus on each of the self-study sections
- Facilitates sessions to identify SEO improvement priorities
- Monitors typing of draft and final self-study document and improvement plans
- Oversees preparation of materials for the Visiting Team and Middle States Commission on Secondary Schools
- Arranges for printing and distribution of final self-study document and improvement plans
- Establishes an identity as the coordinating body and “SEO experts” on the self-study and planning process
- Serves as a “link” among the subcommittees and is the “bridge” between the SEO, the Visiting Team, and MSCSS
- Promotes communication and awareness activities