



Middle States Commissions on Elementary and Secondary Schools
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POLICY 2.4

STAFF OF THE COMMISSIONS ON ELEMENTARY AND SECONDARY SCHOOLS

The Commissions on Elementary and Secondary Schools shall maintain a staff of sufficient size to provide for the professional conduct of the Commission s' business. The staff shall be headed by the President of the Commissions and such other staff members as the President deems necessary to carry out the work of the Commissions.

2.4.1. The Duties of the President. The President shall be the chief executive officer of the Commissions and shall perform the responsibilities and duties assigned by the Commission on Elementary Schools and the Commission on Secondary Schools and as otherwise set forth in the Middle States Association's Bylaws and the Commissions' policies. S/he shall be appointed by both the Commission on Elementary Schools and the Commission on Secondary Schools.

2.4.1.1. The duties of the President shall include, but are not limited to the following activities:

- a. Direct, manage, and supervise the development of policies, procedures, and programs designed to further the Commissions' primary mission of school improvement and accreditation;
- b. Ensure that the Commissions are guided by long-range strategic, financial, and technology plans;
- c. Serve as an ex officio member of the Commission on Elementary Schools and the Commission on Secondary Schools and their committees;
- d. Provide direction to Commissions and their committees through the development of agendas and making recommendations for actions by the Commissions;
- e. Execute documents on behalf of the Commissions;
- f. Serve as chief adviser to and principal agent of the Commissions;

- g. Prepare and submit annual budgets for approval by each Commission approval, report regularly on the status of financial affairs of the Commissions, and assure the financial viability of the Commissions;
- h. Represent the Commissions in relationships with the U.S. Department of Education, state education departments, collaborating partners, and other organizations;
- i. Direct the development and dissemination of self-study and accreditation materials, school improvement materials, and marketing materials;
- j. Maintain all records of the meetings and actions of the Commissions and their committees;
- k. Participate as a non-voting staff member at meetings of the Middle States Association Board of Trustees
- l. Cooperate with the President of the Commission on Higher Education in sharing responsibility for the effective day-to-day operation of the Association.

2.4.2. The Commissions' Staff. The President shall appoint all members of the Commissions' staff and shall be responsible for employing a staff sufficient in number to further the mission of the Commissions. S/he shall provide regular reports to the Commissions regarding staffing. S/he shall have responsibility for supervision, evaluation, compensation, and termination of members of the staff as needed.

2.4.3. Evaluation of the President. Both the Commission on Elementary Schools and the Commission on Secondary Schools shall evaluate the President annually according to his/her job description and annual goals established cooperatively by the Executive/Nomination Committees of the Commissions and the President. All members of both Commissions shall have an opportunity to provide input and suggestions for inclusion in the President's evaluation.

2.4.3.1. Annually, in an Executive Session at the spring Commission meetings, the Commissions shall discuss the President's performance. Based on that discussion, the salary of the President shall be set by the Commissions' Executive Committees and reported to the full Commissions. The Commission Chairs shall meet with the President immediately following the Spring Commission meetings to summarize the Commissions' evaluation and to present the President's salary.

Action	Date	Notes
Initial Adoption by MSA-CSS	April 15, 2011	
Initial Adoption by MSA-CES	October 28, 2011	
Revisions		