



Middle States Commissions on Elementary and Secondary Schools

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STAFF OF THE COMMISSIONS

The Commissions on Elementary and Secondary Schools shall maintain a staff of sufficient size to provide for the professional conduct of the Commissions' 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.

Section 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.

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.

Section 2: 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.

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.

his policy sets forth the procedures to be followed for the performance evaluation of the MSA-CESS President by the Commission on Elementary Schools and the Commission on Secondary Schools.

Basis for the Performance Evaluation of the MSA-CESS President. The performance evaluation of the MSA-CESS President shall be based on measurable results of the President's leadership skills.

- The criteria by which the performance evaluation of the President shall be determined by and adopted by the Commissions' Executive Committees in cooperation with the President.
- The Chairs of the Elementary and Secondary Commissions shall be responsible for overseeing the performance evaluation of the President.

The President's Self-Evaluation of Performance.

- The President shall prepare a self-evaluation of the measurable results s/he has achieved over 12 months of the evaluation period in accomplishing the goals of the Commissions' Strategic Plan or other established performance goals.
- The President shall incorporate into his/her self-evaluation the results of a survey by the Commissions' staff regarding the President's job performance.

Input from the MSA-CES and MSA-CSS Commissioners. The Chairs of the Commissions shall provide all members of their respective Commission an opportunity to provide input regarding the evaluation of the President's performance. Input will be sought by a brief survey focused on the measurable results of the President's accomplishment of the goals of the Commissions' Strategic Plan.

The Performance Evaluation.

- The President shall present his/her self-evaluation to the Chairs of the Commissions.
- The Chairs of the Commission shall prepare a written performance evaluation of the President incorporating the results of:
 - a. The President's Self-Evaluation, and
 - b. The results of the survey of the MSA-CES and MSA-CSS Commissioners.
- The Chairs shall share a draft of the performance evaluation with the members of their respective Executive Committee to seek agreement with the evaluation.
- At a time and place mutually agreeable to the President and the Chairs of the Commissions, the Chairs shall present the written performance evaluation to the President.
- The President shall be afforded the right to respond orally and/or in writing to the evaluation.
- At a regularly scheduled meeting of the Commissions, the Chairs of the Commissions shall give an oral report of the Presidents' performance evaluation.
- The performance evaluation shall be used by the Chairs of the Commissions and the Executive Committees to determine the renewal or extension of the President's contract and related compensation.
- The Chairs of the Commissions shall submit the performance evaluation together with any written response by the President to the Business Manager, Middle States Association of Colleges and Schools, for filing in the President's confidential personnel file.
- The performance evaluation of the President shall be a confidential document shared only with members of the Commissions and the President.

Timeline for Conducting the Job Performance Evaluation. The performance evaluation of the President shall be conducted annually according to the following timeline:

Month	Actions
July	The Chairs of the Commissions finalize the Performance Evaluation criteria with input from the President
October—November [following the October Commission meetings]	<ul style="list-style-type: none"> • The Chairs of the Commissions send to all Commissioners a survey to obtain their input into the President’s performance evaluation. The surveys are to be completed and returned to the Chairs of the Commissions by last day of November.
January	<ul style="list-style-type: none"> • The President prepares and presents his/her Self-Evaluation to the Chairs of the Commissions. • The Chairs of the Commissions review the President’s Self-Evaluation and the results of the surveys submitted by Commissioners. • The Chairs of the Commission prepare a written Performance Evaluation. • The Chairs of the Commissions convene a meeting of their respective Executive Committee by phone conference to present the evaluation for agreement by the Committees.
February--March	<ul style="list-style-type: none"> • The Chairs of the Commission send the written Performance Evaluation to the President. • The Chairs convene a meeting with the President either in person or, with the consent of the President, by phone conference to present the written Performance Evaluation. • The President is given an opportunity to respond to the evaluation either orally or in writing.
April	<ul style="list-style-type: none"> • The Chairs of the Commissions provide an oral report of the Performance Evaluation of the President during an executive session of the Commissions during the spring meeting.

Section 3: 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.