



## QUALIFICATIONS OF VISIT TEAM MEMBERS

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The following expectations and training requirements have been established to ensure schools of a professional onsite visit team. These expectations are to be seriously considered and applied when creating the team.

### Personal Attributes

A responsible team member demonstrates the following personal attributes:

- The ability to work well with others
- Diplomacy and confidentiality in dealing with issues of a potentially sensitive nature
- An appropriate level of assertiveness and initiative
- Good time-management skills
- The ability to broadly see events and activities as they relate to the organizational mission and vision
- A high-level of responsibility and commitment
- Philosophically supportive of the standards, policies, and procedures of MNSAA

### Professional Competencies

A capable team member shall demonstrate the following professional competencies:

- Exemplary educational background with sufficient experience in teaching and/or administering in the appropriate grade levels
- Understanding of curriculum, curriculum development, and multiple forms of assessment and instructional strategies
- Excellent communication skills including writing, speaking, observation & active listening
- Understanding of the role technology plays in supporting educational programs
- Exposure to school organizational and management structures

### Team Composition

The ideal team is comprised of:

- A nucleus of members who have participated in a successful school improvement process
- Some members with exemplary knowledge/skills in school administration and instructional techniques commensurate with the characteristics of the school visited
- A mix of members who are balanced in their accreditation team visit experience.
- Consideration should be given to the recruitment of individual team members with expertise in pertinent specialty areas (i.e., curriculum development, technology, world language, special education, middle school philosophy, high school experience, etc.) as determined by the characteristics of the school being visited.

**In relationship to the visited school, current or former employees, board members, trustees, local church members, local deanery members, jurisdictional office employees, and parents of students are not appropriate for onsite visit team member positions. Extreme discretion should be used to ensure there are no conflicts of interest, and/or any appearance of conflicts of interest. The Director of MNSAA may, upon request, consider special exceptions to team composition.**