

OVERVIEW OF FACULTY AND STAFF RESPONSIBILITIES

Success of the self-study and accreditation of an individual school or childcare center is dependent upon the total commitment of the entire faculty and staff. With the chief administrative officer assuming the leadership role, each staff member is given the direction for completion of one or more elements of the self-study.

The major goal of the accreditation is school/center improvement. A secondary goal is the recognition received from the accreditation agency. The school/center, as a whole, should examine the stated philosophy and goals of the school/center in relationship to its programs. If it appears to be necessary to alter philosophy and goals, the administrator and faculty must be careful to examine them in light of the Scriptures to ensure that the foundational principles of the school/center are compatible with God's mandate for Christian education.

The steering committee is responsible for the overall development and completion of the self-study. With the administrator having appointed the members of this committee, other members will be assigned to the various subcommittees. Another vital function of the steering committee is to develop a timetable for the completion of the self-study. Realistically, at least six months should be allowed for the self-study process.

With the subcommittee assignments having been made, each committee should carefully review and study its assigned section. It is imperative that each member of the committee be thorough, concise, and accurate in completing the task. When the report is completed to the satisfaction of the subcommittee, it should then be presented to the steering committee for its consideration and evaluation. If necessary, the steering committee may make recommendations to the presenting subcommittee concerning alterations before the report is presented to the entire faculty for final approval.

It is important that the total faculty come to a consensus of opinion concerning the findings of the self-study. For this reason, each section of the report should be considered in its final form. Regularly scheduled meetings should be arranged for presentations by each of the assigned subcommittees. Careful consideration should be given to the commendations and suggestions for improvements.

Since school/center improvement is an on-going process. The school/center should realize that initial accreditation is only the first phase. As soon as the school/center attains accreditation, a continuous plan for improvement should be developed by considering the suggested areas for improvement identified during the self-study process.