



## Vetting Your Onsite Team: A Tool for Team Chairs

It is essential that MNSAA onsite teams are professional, competent, diverse and free from any conflict of interest. Use these simple points to assess your onsite team.

### Size of the Team & Length of Visit

Use these guidelines:

- 75 or fewer students (5 or fewer professional staff) = 3 – 5 team members (2 day visit)
- 76-200 students (10 or fewer professional staff) = 5 – 7 team members (2.5 day visit)
- 200 or more students (+ 10 professional staff ) = 7 – 10 team members (3 day visit)

### Personal Attributes

The 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
- A high-level of responsibility and commitment
- Philosophically support the standards, policies, and procedures of MNSAA

### Professional Competencies

The capable team member shall demonstrate the following professional competencies:

- Exemplary education 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: writing, speaking, observation & active listening
- Exposure to school organizational and management structures

### Answer “YES” to each question to be sure of a valid team:

- Has the team been developed in collaboration with the school administrator?
- Has the majority of the team participated in the MNSAA accreditation process?
- Is there a school administrator with exemplary knowledge and skills on the team?
- Is there an instructional expert with experience commensurate to the school?
- Is the team comprised of members that are balanced in their accreditation team visit experience? (Avoid building a full team with no past MNSAA experience.)
- Is the team free from an real or perceived conflicts of interest? These may include:
  - ✓ Current or former employees
  - ✓ Board members
  - ✓ Trustees
  - ✓ Local church members
  - ✓ Local deanery or area school leaders
  - ✓ Jurisdictional leaders or employees
  - ✓ Parents of students

**Use the attached to identify your Team Members.  
Forward 3 months in advance of the visit to the Executive Director.**

# MNSAA Onsite Visitation Team

School \_\_\_\_\_

City \_\_\_\_\_ Date of Onsite Visit \_\_\_\_\_

Grade Levels \_\_\_\_\_ Student Enrollment \_\_\_\_\_ Staff Size \_\_\_\_\_

Name	Professional Title	School/Institution	City