



WCEA Commissioner Position Description

Each member arch/diocese is represented on the WCEA Commissions by the Superintendent or his/her appointee(s), depending on the size of the arch/diocese. One person may serve as both Elementary and Secondary Commissioner or, depending on the circumstance of the arch/diocese, two separate Commissioners may be appointed. If the Commissioner is not the Superintendent, it is his or her responsibility to keep the Superintendent informed on all WCEA matters.

A WCEA Commissioner must have the ability to articulate the importance and value of school improvement and to assist in developing effective means that lead to school improvement through the accreditation process. The Commissioner shall attend the September and May meetings each year. In addition, the Bylaws of WCEA state the Commissioner shall:

- Develop, review, and implement the criteria for evaluation used in the accreditation of member schools
- Review materials and take action on the recommendations of the Visiting Committees for WCEA and its partner agencies
- Hear appeals concerning WCEA accreditation process
- Support projects related to the improvement of WCEA protocol and processes
- Recommend policy to the Board of Directors
- Recommend amendments to the Bylaws to the Board of Directors
- Inform all accredited schools of their responsibilities to the appropriate regional accrediting agency

In addition to those stated by the Bylaws, the Commissioners are expected to carry out responsibilities...

To WCEA:

- Know the protocols
- Plan, direct, and oversee the accreditation process for all of the schools affiliated with their arch/diocese
- Ensure training for Visiting Committee Chairs, Visiting Committee members, and School Leadership Teams
- Serve on a Visiting Committee each year, either as a Visiting Committee member or as the Chair
- Serve on a WCEA Reading Team to review the school documents of other arch/diocesan schools and help determine the Accreditation Status of the schools
- Serve on subcommittees for the WCEA Commission
- Assist WCEA Executive Director in carrying out various responsibilities of the association as needed
- Prepare and send all school and Visiting Committee Reports to WCEA
- Meet the requirements of regional accrediting agencies that partner with WCEA

To the school communities:

- Provide accreditation orientation to the administration and leadership teams of the schools
- Find outside Chairs for schools going through either a full-visit or any type of revisit
- Find and assign Visiting Committee members outside the school area to serve on teams
- Establish visit dates in consultation with the leadership of the school
- Retrieve and maintain all school accreditation documents and be sure WCEA receives them in time for the reading by the Commission

- Be an ongoing support and expertise to the leadership team of each school as needed
- Ensure their appointed Chairs and Visiting Committee members are properly trained
- Facilitate a systematic follow-up process for the local shareholders based on the Visiting Committee's Report of Findings
- Attend one of the final meetings of the school leadership and Visiting Committee

To the school leadership:

- Provide communication as needed between the Visiting Committee members and the principal
- Oversee the Action Plan/EIP throughout the accreditation cycle
- Receive the continuing documents required according to each school's Accreditation Status

To the Chair of a Visiting Committee:

- Share information regarding the school to be visited
- Advise and support the Chair in their duties as needed
- Assure that the Chair has all training and information required to fulfill his or her responsibilities to the school and to the Visiting Committee members
- Assure that the Chair sends all the necessary documents to the Commissioner to facilitate the Reading Teams and any partnering agencies
- Be available before, during, and after the visit for consultation
- Facilitate the communication to the Chair after the Commission accreditation meeting

To the Visiting Committee members:

- Establish and communicate dates for all trainings, pre-visits, and visit dates
- Provide the Visiting Committee members any necessary paperwork from WCEA or the arch/diocese

Other duties as described in the WCEA Commissioner Manual