

Chairperson of FCIS Visiting Team

30 Inservice Points

Component No. 8 417 001

General Objective

To demonstrate leadership and organization competency in the accreditation of an elementary or secondary school by chairing an accreditation visiting team.

Specific Objectives

1. To demonstrate an awareness of the accreditation process, requirements and procedures.
2. To conduct a fact-finding, on-site visitation with regard to the observance of the standards of FCIS.
3. To determine the objectivity and accuracy of the school's Self-Study and its reflection of the strengths and areas for improvement of the school.
4. To coordinate the activities of the accreditation visiting team and the writing of an official report of its findings.
5. To act as the official representative of FCIS and the liaison between the visiting team and the school personnel.
6. To guide school administration and school community with creative vision and insight in achieving a new direction for the future.

Activities

1. Attendance at presentation/workshops presented by FCIS.
2. Reviewing prepared materials provided by host school.
3. Conducting a preliminary visit to the school to assist school personnel in preparing for the visiting team and to determine the readiness of the school to undergo an on-site visitation.
4. Preparation of visitation schedule.
5. Organizing members of the visiting team into effective units.
6. Classroom and facility observations.
7. Arranging for administration, faculty, parent, and student meeting
8. Conducting visiting committee meetings and preparation of written documents for host school.
9. Conducting visiting committee meetings and preparation of written documents for host school.
10. Submission of written documents to FCIS accreditation committee.

Evaluation

Completion of a brief written or oral evaluation of knowledge and experience gained from the visitation process.

