



Illinois State Board of Education

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Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

MEMORANDUM

May 2011

TO: Directors of Special Education

FROM: Tim Imler, Division Administrator

SUBJECT: Special Education Director Change Procedures

The Division of Funding and Disbursement Services maintains the official listing of State-approved Directors of Special Education. To keep this listing as accurate as possible, please ensure that we are notified of changes as they occur.

Any new Director of Special Education appointments for a special education cooperative or stand alone district, must request approval from the Illinois State Board of Education. Reminder: Individuals with a Type 75 Administrator Certificate and are employed as either a Director or Assistant Director of Special Education must possess a Director of Special Education endorsement per [23 Illinois Administrative Code Section 25.365](#); this endorsement is issued by the Educator Certification Division. Additionally, submission of a copy of the board minutes recording the employment of a new stand alone district or cooperative director of special education along with a letterhead memorandum should be sent to the attention of Sharon Conrath at the mailing address below.

The new director's name and Social Security number must be provided to verify credentials on file and approve the appointment. Personnel reimbursement for a state-approved director of special education relies on the completion of this approval process. Please refer to [23 Illinois Administrative Code 226.800g](#) for additional information.

Occasionally, questions are raised as to whether the position of director of special education is required to be a full-time position. The statutes and regulations make clear that the position of director of special education for a special education district/cooperative is **required to be a full-time position**. Full-time during the regular school year is defined as 180 days for a 1.0 full-time equivalency as required in the School Code (105 ILCS 10-19 and 14-13.01) and stated in the [Instructions for Special Education Personnel Approval](#). The provisions of Section 14-13.01 allow reimbursement for a full-time director of special education. The above regulatory citation at 23 IAC 226.800(g)(3) also requires that "**Each school district, or the cooperative entity of which it is a member, shall employ a full-time director of special education...**"

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If any changes to your mailing address, phone number, fax number, or email address occur throughout the year, please notify Lisa Willhoit. Lisa maintains all the updated information and notifies all applicable State Board of Education staff regarding any changes. In addition, Lisa updates the website to ensure all current information is available.

If any changes occur in the administration of the special education cooperative/program (i.e. a change in administrative district, change in legal entity status, or a change in district membership), please notify me as soon as possible. Further, any changes in the membership or the comprehensive plan of the cooperative should be submitted to the Special Education Services Division. For information on requirements, please contact Boyd Ferguson at: 217/782-5589.

Lisa Willhoit and Sharon Conrath are available by phone: 217/782-5256, fax: 217/782-3910, mail: 100 North First Street, Springfield, Illinois 62777, or email to lwillhoi@isbe.net, or sconrath@isbe.net.