



DATE: June 21, 2022

## **MEMORANDUM**

TO: Directors of Special Education

FROM: Barbara Moore  
Director of Special Education Department

SUBJECT: State-Approved Special Education Director Change Procedures

The Special Education Department maintains the [official listing of state-approved directors of special education](#). Please notify our office as changes occur so we can keep this listing as accurate as possible.

When a new director of special education is appointed for a special education cooperative or stand-alone district, approval must be requested from this office. **Please ensure that the special education director candidate possesses all of the proper licensing and credentials per the Educator Licensure Information System (ELIS) prior to your offer of employment.**

Per Section 14-1.10, 14-13.01(d) of the School Code and ISBE rule provided in 23 Ill. Adm. Code 226.800(g), each stand-alone district or the special education cooperative entity of which it is a member must “employ a full-time director of special education, who shall be the chief administrative officer of the special education programs and services of the district or cooperative entity. Each director or assistant director of special education shall hold a valid Professional Educator License and a Director of Special Education endorsement issued pursuant to 23 Ill. Adm. Code 25.365 and a master’s degree, including 30 semester hours of coursework distributed among all the areas specified in 23 Ill. Adm. Code 25.365(b).” Directors and assistant directors of special education have been subject to the requirements of 23 Ill. Adm. Code 29.140 (Director of Special Education) since July 1, 2005.

The definition of “full time” is a qualified individual who is employed a minimum of 180 days giving 1.0 time and effort to the position. There is no provision for the position of director to be split between two individuals or have duties that conflict or divide the individual’s time and effort of being full time as director. In addition, there is no allowance for a “provisional” director who is not fully qualified. Again, a director candidate’s credentials should be verified in ELIS prior to an offer of employment.

Districts or special education cooperatives must submit a letter or memo that includes the name of the new director, their Illinois Educator Identification Number, and the effective date of the appointment. In addition, please include the new state-approved director’s contact information, which should include their mailing address, phone number, fax number, and email address to the mailing address at the end of this message or electronically via Adobe PDF or Word document to [ISBESpecEd@isbe.net](mailto:ISBESpecEd@isbe.net).

If any changes occur in the administration of the special education cooperative/program (e.g., a change in administrative district, change in legal entity status, or a change in district membership), please notify this office. Further, any changes in the membership or the comprehensive plan of the cooperative should be submitted to the Special Education Department. If you need information on procedures or requirements, please contact the Special Education Department at [ISBESpecEd@isbe.net](mailto:ISBESpecEd@isbe.net) or 217-782-5589.