



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

MEMORANDUM

TO: Directors of Special Education

FROM: Tim Imler
Division Administrator
Funding and Disbursement Services

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 notify our office as changes occur.

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\(g\)\(3\)](#), each stand-alone district or the special education cooperative entity of which it is a member must:

1. 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.
2. Each director or assistant director of special education shall hold a valid Professional Educator License (PEL) 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 either 23 Ill. Adm. Code 25.365(b) or (c), as applicable. Beginning July 1, 2005, directors and assistant directors of special education shall be subject to the requirements of [23 Ill. Adm. Code 29.140](#) (Director of Special Education).

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 which 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.

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Districts or special education cooperatives must submit a letter or memo that includes the name of the new director, their Illinois **Educator Identification Number (IEIN)**, and the effective date of the appointment. In addition, please also include the new State Approved Directors 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 lwilson@isbe.net.

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 this office. Further, any changes in the membership or the comprehensive plan of the cooperative should be submitted to the Special Education Services Division. If you need information on procedures or requirements, please call 217/782-5589.

Larry Wilson is available by phone: 217/782-5256, fax: -217/782-3910, mail: 100 North First Street, Springfield, Illinois 62777, or email at lwilson@isbe.net