



Illinois State Board of Education

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Jesse H. Ruiz
Chairman

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

MEMORANDUM

May 2009

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 ensure that we are notified of changes as they 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. 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 Division of Certification. Additionally, a copy of the board minutes recording the employment of a new director of special education along with a letter or memo should be sent to the attention of Sharon Conrath at the mailing address at the end of this message.

The name of the new director and Social Security number must also be provided so that we may check the credentials on file and approve this 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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When you have any changes to your mailing address, phone number, fax number, or email address, please notify Lisa Willhoit. Lisa keeps all this information updated and notifies all concerned staff at the State Board of Education about any changes so that all agency staff has current information. In addition, Lisa updates our website information so that current information is available to you as well.

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. 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 call 217/782-5589.

Lisa Willhoit, Sharon Conrath and I 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, sconrath@isbe.net, or timler@isbe.net.