



## ILLINOIS SPECIAL EDUCATION LEADERSHIP ACADEMY

FROM: Molly Dunne, mdunne@nsseo.org  
RE: Request for Proposed Administrator Academy Courses  
DATE: March 1, 2024

The Illinois Special Education Leadership Academy is accepting proposals for the development of new Administrator Academies for the 2024-2025 school year. **Proposals must be submitted by April 1, 2024.** They will be reviewed and decisions made by April 15, 2024 by the Special Education Leadership Academy Board. Academies should be submitted to ISBE for approval by May 30, 2024. We are especially interested in the following topics:

- Behavior/Discipline
  - Training for special education and general education administrators on responses to various aspects of the emotional and behavioral difficulties students are facing, such as goal setting, trauma informed practices, ways to be impactful in positive ways.
- Supporting/Coaching Staff
  - Training for administrators on supporting and coaching staff to increase recruitment and retention of special education personnel
- Special Education Leadership SEL
  - Training for new special education administrators on effective techniques and strategies related to prioritization, flexibility, self-care, etc.
- ELL
  - Training for special education administrators on identifying and serving students who are English Language Learners.
- Transition
  - Training for administrators on preparing students and families for the post-secondary experience. Topics include timelines, avenues for developing and maintaining community supports and services for all aspects of the students' lives, legal and practical decisions that need to be made, and strategies for preparing families for the differences in life outside of public education.
- General Education/Special Education Administrator Collaboration
  - How to support collaborative relationships and strategies for building systems of support across disciplines.
- Dispute Resolution
  - Understanding early resolution options. mediation, and additional means for districts and parents to resolve conflict at the district level.

- Other topics of relevance for educating students with disabilities.

Please submit a proposal that contains:

1. Contact information for one person who will lead the development of the academy.
2. Contact information for others who will be participating in the development and implementation of the academy
3. The course title.
4. Target audience
5. The purpose/rationale of the academy, including how this academy will assist special education and general education administrators with addressing targeted need(s) outlined above.
6. A description of the course that identifies at least three outcomes.
7. A description of the intended impact this might have on students.

The proposals will then be reviewed by the Illinois Special Education Leadership Academy committee and all applicants will be notified of the outcome by April 15, 2024. Proposals will be reviewed using the [ISBE Administrator's Academy Course Approval Rubric](#). Proposals that do not address all seven (7) criteria listed above will not be considered.

Successful applicants will be paid \$5,000 per proposal for completion, submission, and required revisions, if any, as well as conducting one presentation. There will be a \$4,500 stipend paid upon ISBE approval and the remaining \$500 will be paid after the SELA presentation. Proposal guidelines and review will be based on the following:

1. Must contain evidence of focused, quality instruction that will improve the knowledge and skills of school administrators.
2. No academies that endorse a particular product, workshop, or presenter will be approved.
3. Must not duplicate an academy that is already approved. A list of approved academies is available at <https://www.isbe.net/Documents/Current-Approved-Courses-by-State.pdf>
4. Must be "transportable"—deliverable and relevant anywhere in the state.
5. Must be a minimum of 6 hours, which may include indirect contact activities. It should be developed with virtual presentation in mind.
6. Must be relevant to [Illinois Professional School Leader Standards](#).
7. Must reflect a variety of perspectives or opinions reflected in the materials required of participants or referenced by the presenter.
8. Must include an application/dissemination component.
9. Approval is for three years, after which it needs to be renewed or it will become obsolete.

Please send questions and submit proposals to Molly Dunne, [mdunne@nsseo.org](mailto:mdunne@nsseo.org)