

Competency-Based Director of Special Education Evaluation Form

For Out-of-State Trained Candidates

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Michigan Department of Education
Office of Special Education

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Competency-Based Director of Special Education Evaluation Form

The state of Michigan outlines the requirements for candidates seeking employment as directors of special education, in the *Michigan Administrative Rules for Special Education* 340.1771.

Candidates from out-of-state Educator Preparation Institutions (EPIs) must have their EPI verify that all competencies were met as part of the program.

An evaluator from the out-of-state EPI must complete the following form and submit it to the Michigan Department of Education, Office of Special Education (MDE, OSE).

Questions? Contact:

Sungti Hsu

hsus@michigan.gov

517-241-4546

Please complete the following form and return it to:

Sungti Hsu

Office of Educator Excellence

Michigan Department of Education

608 W. Allegan Street

Lansing, MI 48915

Contact Information

Candidate

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Educator Preparation Institution Evaluator

The evaluator should be a trainer or faculty member from the special education administrator program.

Name _____

Title _____

Institution _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Competencies

For each competency, provide the method of evaluation (e.g., coursework, field experience) and the associated course numbers (if applicable).

Please also mark if the candidate's performance was satisfactory, unsatisfactory, or not completed.

Space is also provided after each competency for any additional comments if needed.

Program Development and Evaluation

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Personnel Staffing, Supervision, and Evaluation

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Verbal and Written Communication

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Leadership of Professional Development

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Budget Development and Fiscal Reporting

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Fostering Parental, Family, and Community Involvement

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Consultation and Collaboration

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Dispute Resolution

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Data-based Decision Making

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Conflict Management

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Legal and Ethical Issues

Course Numbers _____

Method of Evaluation _____

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Candidate Completion of Program Credits and Practicum

Yes	No	The candidate completed 30 semester or equivalent hours of graduate credit in a program to meet the above competencies.
Yes	No	The candidate completed a 200 clock hour practicum in special education administration.

Recommendation

I am recommending the following:

Temporary approval. All competencies are marked as satisfactory. (Full approval is contingent on one year of successful experience as a director in Michigan.)

No approval. Not all competencies were met or marked as satisfactory.

Evaluator's Signature

Date