



## Standard-Based Director of Special Education Evaluation Form

**Michigan Department of Education Office of Special Education  
December 2025**

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 Programs (EPPs) must have their EPP verify that all standards were met as part of the program.

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

### **Questions? Contact:**

Dana Billings

[billingsd1@michigan.gov](mailto:billingsd1@michigan.gov)

### **Please complete the following form and return it to:**

Dana Billings

[billingsd1@michigan.gov](mailto:billingsd1@michigan.gov)

Office of Special Education

Michigan Department of Education

608 W. Allegan Street

Lansing, MI 48915

## Contact Information

### Candidate

Name

Address

City

State

Zip Code

Phone

Email

### Educator Preparation Program 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

## Standards

For each standard, 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 standard 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 standards.

Yes      No      The candidate completed a 200 clock hour practicum in special education administration.

## Recommendation

I am recommending the following:

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

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

Evaluator's Signature

Date