



Standard-Based Supervisor 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 supervisors 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

Please complete the following form and return it to:

Dana Billings

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

Program

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.

Curriculum and Instruction

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory

Unsatisfactory

Not Completed

Administrative Procedures

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory

Unsatisfactory

Not Completed

Personnel Supervision and Evaluation

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Communication Skills

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

Facilitation of Effective Instruction

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Data-based Program Improvement

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

School Law and Policy

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Parental and Family Collaboration

Course Numbers

Method of Evaluation

Candidate's Performance:

Satisfactory Unsatisfactory Not Completed

Candidate Completion of Program Credits

Yes No The candidate completed 12 semester or equivalent hours of graduate credit in a program to meet the above standards.

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 supervisor in Michigan.)

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

Evaluator's Signature

Date