

ILLINOIS SPECIAL EDUCATION LEADERSHIP ACADEMY

FROM: Barb Eichhorn eichhornba@gmail.com

RE: Request for Proposed Administrator Academy Courses

DATE: March 10, 2017

The Illinois Special Education Leadership Academy is accepting proposals for the development of Administrator Academies on topics relevant to special education. Proposals must be submitted by March 31. Please submit a brief summary of your 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.
3. The course title.
4. The purpose of the academy.
5. A description of the course that identifies outcomes.

The proposals will then be reviewed by the Illinois Special Education Leadership Academy committee and all applicants will be notified of the outcome early in April. Successful applicants will be paid \$5000 per proposal for completion, submission, required revisions, if any, and one presentation. Expenses for development must be approved prior to submission to guarantee reimbursement.

Guidelines for proposals are available upon request, but a few highlights are:

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 in the ECS system at www.isbe.net.
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.
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. Not allowed to be copyrighted.
9. Must include an application/dissemination component.
10. Approval is for three years, after which it needs to be renewed or it will become obsolete.

Please send questions and submit proposals to eichhornba@gmail.com by March 31.