



Mentorship for Special Education Administrators

**New Special Education Administrator Profile
(<https://qrgo.page.link/ADLUL>)**

Mentor Profile (<https://qrgo.page.link/rdkBP>)

The following is a revision of the Illinois Special Education Leadership Academy's Mentorship for Special Education Administrators.



Mentor Program Guidelines

1. The new special education administrator should complete the administrator profile and submit the profile to the ISELA chairperson.
2. The selection of a mentor will occur as a result of a request from a new special education administrator or a mentor will be appointed from a statewide mentor list based upon geographic proximity and specific role and needs of the new administrator.
3. The mentor and mentee will meet to get acquainted and develop goals for the mentoring relationship.
4. The mentor will provide support to the mentee for one calendar year to assist in completion of the identified goals.
5. For additional information, contact the current ISELA chairman or the president of IAASE.
6. The mentor and mentee will be entitled to attend one ISELA sponsored event free of charge.

Overview of Mentorship for New Special Education Administrators and Mentors

The special education administrator faces multiple and complex rules, regulations, policies, procedures, and politics that are unique and demanding. These administrative tasks require specific knowledge and skills as identified in the State Standards for the Director of Special Education. The new special education administrator can benefit from support and technical assistance through the mentorship of an experienced special education administrator. The mentorship program is an interactive process which provides constructive feedback through assistance and intervention. The experienced administrator facilitates and encourages the new administrator. The new administrator uses the mentor as a resource to gain understanding and expertise in the administrative role.

The purpose of the mentorship program is to:

- Provide a network for new special education administrators and mentors;
- Support professional learning of special education administrators;
- Provide guidance, facilitation, and encouragement to the new administrator.;
- Operationalize the state Standards for the Director of Special Education

A Mentor is described as one who:

- is a current or retired administrator of special education with three or more years of experience in that role;
- is knowledgeable about special education statutes rules and regulations;
- is able to provide clarity, insights, and understanding;
- supports the ongoing personal and professional development of the new administrator;
- demonstrates strong interpersonal skills;
- assumes responsibility and accountability as a mentor;
- shares professional experiences relevant to the needs of the new administrator;
- links new administrator to resources

A new special education administrator is described as one who:

- has primarily special education administrative responsibilities in their job;
- has a title that includes words such as Director, Supervisor, Coordinator, Administrator