

Regional Offices of Education

Regional Superintendents are locally elected officials who administer Regional Offices of Education, which are grouped by county or counties throughout Illinois.

Note to Educators: Certificate registration, applications for state certificates and endorsements are processed through Regional Offices of Education. If you have any questions or wish to submit certification documents, please contact the Regional Office that serves the school or district in the area where you are employed or if you are not currently employed, the area where you live. Educators who no longer live in Illinois register or apply through the Regional Office that last registered their certificates.

Applications and registration may also be submitted through ECS, an online application at www.isbe.net. Educators indicate the appropriate Regional Office when submitting information.

Responsibilities of the Regional Superintendent

Educational Administration

- Respond to legal questions from educators, boards of education and other citizens. Issue, register and renew teacher certificates.
- Supervise and assist in transportation programs, scientific literacy programs and other staff development programs.
- Administer the G.E.D. testing programs and issue diplomas.
- Disseminate information on scholarships and teacher vacancies.
- Conduct professional growth opportunities.
- Approve school calendars, in-service days, workshops and institutes.
- Conduct hearings for School Districts reorganization.
- Administer Truancy Intervention programs and Safe School Alternative Education programs.

Cooperation Management

- Assist the Illinois State Board of Education in the evaluation and recognition of public schools, and private schools who ask to be recognized.
- Maintain maps of all school districts.
- Administer cooperative programs.
- Monitor public schools during strikes.
- Remove any member of a school board for failure to perform official duties.
- Assist with cooperatives, special education programs and vocational programs.
- Serve as Ex-Officio secretary of the Regional Board of School Trustees.

Financial

- Audit district claims for General State Aid, categorical funds, and Federal grants.
- Review budgets, audits, evidence of indebtedness and annual financial reports.
- Check bonding of school treasurers.
- Disburse state and federal funds.
- Act as administrative and/or fiscal agent for appropriate programs.

Health and Life Safety

- Visit and inspect each public school annually.
- Supervise school buildings for health and life safety and condemn buildings if necessary.
- Provide courses in safety and first aid for bus drivers.
- Approve and issue building permits and occupancy permits.

Public Relations

- Respond to questions and concerns, including legal questions, from parents, teachers, administrators, board of education and other citizens.
- Promote and support educational programs and achievements of the schools and educators.
- Hold public hearings on topics vital to education.
- Serve as liaison between the state legislature and local school districts.
- Serve as liaison between the Illinois State Board of Education and local school districts.

Transportation

The Regional Office is responsible for conducting the initial training required for all new school bus drivers prior to getting a bus permit and the annual refresher workshop required in the 12-month period prior to renewal. Experienced drivers must take a two-hour refresher course annually, and all new drivers must take an eight-hour course in school bus driver safety and first aid, as prescribed by the Illinois State Board of Education and administered by the ROE.

School Code

Duties of the Regional Superintendent

105 ILCS 5/3-14

The regional superintendent of schools shall perform the duties enumerated in the following Sections preceding Section 3-15 [105ILCS 5/3-15].

New bond

105 ILCS 5/3-14.1

To execute, upon notice by the county board, a new bond, conditioned and approved as the first bond

Supervision and control of school districts

105 ILCS 5/3-14.2

The county superintendent of schools shall exercise supervision and control over all school districts within the county.

Township fund lands

105 ILCS 5/3-14.3

To sell township fund lands, issue certificates of purchase, report to the county board and the Secretary of State in the manner provided in Article 15 of this code [105 ILCS 5/15-1 et seq.]

105 ILCS 5/3-14.4, 105 ILCS 5/3-14.5 Repealed by P.A. 95-496, § 10

Directions to teachers and school officers

105 ILCS 5/3-14.6 To give teachers and school officers such directions in the science, art and methods of teaching, and in regard t courses of study, as he deems expedient.

Official adviser ad assistant of school officers and teachers

105 ILCS 5/3-14.7

To act as the official adviser and assistant of the school officers and teachers in his region. In the performance of this duty he shall carry out the advice of the State Board of Education.

Teachers' institute and other meetings

105 ILCS 5/3-14.8

To conduct a teachers' institute, to insure that instruction in the warning signs of suicidal behavior in adolescents and teens and intervention techniques are offered at such an institute, to aid and encourage the formation of other teachers' meetings, and to assist in their management.

Elevation of standard of teaching – improvement of schools

105 ILCS 5/3-14.9

Improvement of schools. To labor in every practicable way to elevate the standard of teaching and improve the condition of the common schools of his county.

105 ILCS 5/3-14.11 Repealed by P.A. 95-496, § 10

Examine evidences of indebtedness

105 ILCS 5/3-14.12

In Class II county school units with respect to townships wherein trustees of schools maintain jurisdiction and in which township funds have not heretofore been liquidated and distributed, to examine all notes, bonds, mortgages, and other evidences of indebtedness which the township or school treasurer holds officially with respect to such fund or funds, and if he or she finds that the papers are not in proper form or that the securities are insufficient, he or she shall so state, in writing, to the trustees of schools or school board.

Returns, reports, statements

105 ILCS 5/3-14.15

To file and keep all the returns of elections required to be returned to him and the reports and statements returned by school treasurers and trustees of schools.

Census

105 ILCS 5/3-14.16

To take a special census of a school district when petitioned by 10% or 1,500 legal voters, whichever is less, to determine if such district has the proper type of school board, either of directors or a board of education, required by this Act.

Notice of amount of money distributed

105 ILCS 5/3-14.17

To notify the presidents of boards of trustees and the clerks and secretaries of school districts, on or before September 30, annually, of the amount of money distributed by him to the school treasurer, with the date of distribution.

Map – Numbering of districts

105 ILCS 5/3-14.18

To keep in his office a map of his county on a scale of not less than two inches to the mile and to indicate thereon the boundary lines and numbers of all school districts.

105 ILCS 5/3-14.19 Repealed by P.A. 95-496, § 10

Building plans and specifications

105 ILCS 5/3-14.20

To inspect the building plans and specifications, including but not limited to plans and specifications for the heating, ventilating, lighting, seating, water supply, toilets and safety against fire of public school rooms and buildings submitted to him by school boards, and to approve all those which comply substantially with the building code authorized in Section 2-3.12.

Inspection of schools

105 ILCS 5/3-14.21

The regional superintendent shall inspect and survey all public schools under his or her supervision and notify the board of education, or the trustees of schools in a district with trustees, in writing before July 30, whether or not the several schools in their district have been kept as required by law, using forms provided by the State Board of Education which are based on the Health/Life Safety Code for Public Schools adopted under Section 2-3.12. The regional superintendent shall report his or her findings to the State Board of Education on forms provided by the State Board of Education.

Condemnation of school buildings

105 ILCS 5/3-14.22

To request the Department of Public Health, the State Fire Marshal or the State Superintendent of Education to inspect public school buildings and temporary school facilities which appear to him to be unsafe, insanitary or unfit for occupancy.

School bus driver permits

105 ILCS 5/3-14.23

(a) To conduct courses of instruction for school bus drivers pursuant to the standards established by the Secretary of State under Section 6-106.1 of the Illinois Vehicle Code and to charge a fee based upon the cost of providing such courses of up to \$6 per person for fiscal years 2010, 2011, and 2012; up to \$8 per person for fiscal years 2013, 2014, and 2015; and up to \$10 per person for fiscal year 2016 and each fiscal year thereafter for the initial classroom course in school bus driver safety and of up to \$6 per person for fiscal years 2010, 2011, and 2012; up to \$8 per person for fiscal years 2013, 2014, and 2015; and up to \$10 per person for fiscal year 2016 and each fiscal year thereafter for the annual refresher course.

(b) To conduct such investigations as may be necessary to insure that all persons hired to operate school buses have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of "The Illinois Vehicle Code". If a regional superintendent finds evidence of non-compliance with this requirement, he shall submit such evidence together with his recommendations in writing to the school board.

Unfilled teaching positions list; subject shortage area certifications

105 ILCS 5/3-14.25

To maintain, and make available to the public during regular business hours, a list of unfilled teaching positions within the region. The most current version of the list must be posted on or linked to the regional office of education's Internet web site.

[Indemnification of members of regional boards of school trustees]

105 ILCS 5/3-14.26

To coordinate, aid and encourage the indemnification of members of regional boards of school trustees by county boards, as provided in Section 5-1102 of the Counties Code.

105 ILCS 5/3-14.27 Repealed by P.A. 95-496, § 10

[Removal of school board member]

105 ILCS 5/3-14.28

To remove any member of a school board from office upon the direction of the State Superintendent of Education pursuant to action of the State Board of Education authorized under Section 2-3.25f and to appoint individuals to fill vacancies thereby created within 30 days.

Sharing information on school lunch applicants

105 ILCS 5/3-14.29

Whenever requested by the Department of Healthcare and Family Services (formerly Department of Public Aid), to agree in writing with the Department of Healthcare and Family Services (as the State agency that administers the State Medical Assistance Program as provided in Title XIX of the federal Social Security Act and the State Children's Health Insurance Program as provided in Title XXI of the federal Social Security Act) to share with the Department of Healthcare and Family Services information on applicants for free or reduced-price lunches.

Grant applications

105 ILCS 5/3-14.30

To assist and support school districts with the preparation and submission of grant applications.

School facility occupation tax proceeds

ILCS 5/3-14.31

- a) Within 30 days after receiving any proceeds of a school facility occupation tax under Section 5-1006.7 of the Counties Code, each regional superintendent must disburse those proceeds to each school district that is located in the county in which the tax was collected.
- b) The proceeds must be disbursed on an enrollment basis and allocated based upon the number of each school district's resident pupils that reside within the county collecting the tax divided by the total number of resident students within the county.

Powers of county superintendent

105 ILCS 5/3-15

The county superintendent shall have the powers enumerated in the subsequent sections of this article.

Reports

105 ILCS 5/3-15.1

To require the appointed school treasurer in Class II counties, in each school district which forms a part of a Class II county school unit but which is not subject to the jurisdiction of the trustees of schools of any township in which such district is located, and in each school district of the Class I counties to prepare and forward to his office on or before October 15, annually, and at such other times as may be required by him or by the State Board of Education a statement exhibiting the financial condition of the school for the preceding year commencing on July 1 and ending June 30.

Recommending imposition or remission of penalty

105 ILCS 5/3-15.2

To recommend to the State Board of Education the imposition or remission of the penalty provided in Section 2-3.24.

School treasurer's accounts

105 ILCS 5/3-15.3

To direct in what manner school treasurers shall keep their books and accounts.

Suit against county collector

105 ILCS 5/3-15.4

To bring suit against the county collector for failure to pay the amount due upon the auditor's warrant.

Removal of school board members

105 ILCS 5/3-15.5

To remove any member of a school board from office for willful failure to perform his official duties.

Additional employees

105 ILCS 5/3-15.6

To employ, with the approval of the county board, such additional employees as are needed for the discharge of the duties of the office.

Maps and records of new districts

105 ILCS 5/3-15.7

To demand of the trustees of schools or regional board of school trustees having custody of maps and records of school districts as organized certified copies of the same.

Report to State Board of Education

105 ILCS 5/3-15.8

On or before November 15, annually, to present to the State Board of Education such information relating to schools in his region as the State Board of Education may require.

Delivery of money, books, papers and property to successor

105 ILCS 5/3-15.9

Upon his removal or resignation, or at the expiration of his term of office, or in case of his death his representatives to deliver to his successor in office, on demand, all moneys, books, papers and personal property belonging to his office or subject to his control or disposition.

Assistant Regional Superintendent

105 ILCS 5/3-15.10

To employ, in counties or regions of 2,000,000 inhabitants or less, in addition to any assistants authorized to be employed with the approval of the county board, an assistant regional superintendent of schools who shall be a person of good attainment, versed in the principles and methods of education, and qualified to teach and supervise schools under Article 21 of this Act; to fix the term of such assistant and direct his work and define his duties.

105 ILCS 5/3-15.11 Repealed by P.A. 95-496, § 10

High school equivalency testing program

105 ILCS 5/3-15.12

The regional superintendent of schools shall make available for qualified individuals residing within the region a High School Equivalency Testing Program. For that purpose the regional superintendent alone or with other regional superintendents may establish and supervise a testing center or centers to administer the secure forms of the high school level Test of General Educational Development to qualified persons.

Cooperative Educational Programs

105 ILCS 5/3-15.14

To administer and direct a cooperative or joint educational or operational program or project when 2 or more districts request and authorize him or her to provide and administer these services. Each regional superintendent of schools is encouraged to offer school districts the opportunity to share in joint educational or operational programs and to urge school districts to participate in such programs when the school district determines that such participation is fiscally prudent.

Local education agency

105 ILCS 5/3-15.15

To apply as a local education agency for any grant, loan, program authorization or other assistance provided to local education agencies by the State Board of Education.

105 ILCS 5/3-15.16 Repealed by P.A. 96-734, § 25.

Civic education advancement

105 ILCS 5/3-15.17

a) The General Assembly finds that civic education and participation are fundamental elements of a healthy democracy, and schools are in need of support to identify civic learning opportunities and to implement new strategies to prepare and sustain high quality citizenship among their student body.

(b) Subject to appropriation, funding for civic education professional development for high school teachers must be provided by line item appropriation made to the State Board of Education for that purpose.

(c) In order to establish eligibility for one or more of its schools to receive funding under this Section, a school district shall submit to its regional superintendent of schools an application, accompanied by a completed civic audit, for each school.

d) The civic audit form and its content must be designed and updated as deemed necessary by the Illinois Civic Mission Coalition.