



Position:	IEP / Operations Admin Assistant (School Secretary)
Location:	Black Hawk Area Education Center
Start Date:	January 2026
Supervisor:	Principal of the Black Hawk Area Education Center
Type of Employment:	Full Time - 209 Days (200 Work Days plus 9 Holidays)
Job Qualifications:	High School Diploma or Equivalent IEP Experience Preferred Google Suite/Workspace Experience Preferred
Salary:	\$19.00 per hour (BHASED CBA with Salary Range and Benefits); Comprehensive benefits package including health, dental, and vision insurance. IMRF position.

Position Overview: The Black Hawk Area Special Education District is seeking a passionate IEP / Operations Admin Assistant to support students and staff at the Black Hawk Area Education Center. The role of the IEP / Operations Admin Assistant is to support students, staff and families in coordinating IEP conferences, collaborate with member districts, maintain and monitor student records, and assist with daily operations of the building.

Responsibilities:

- Schedule Individualized Education Programs (IEPs) conferences
- Monitor student information in Embrace
- Develop and maintain the Staff Caseload Assignment Chart for the school year
- Update and manage LEA, District Secretary, and Transportation contact information



- Fulfill records requests in a timely manner
- Prepare and submit 1st and 2nd Semester Enrollment Reports to the CFO
- Maintain student enrollment records
- Fulfill Social Security-related requests
- Generate and distribute transcripts as required
- Create and maintain cumulative (CUM) folders for new students
- Collaborate with member districts on attendance, IEPs, and other student records
- Send and receive faxes via Ring Central as needed
- Perform and carry out other duties as assigned by BHASED and The Center administration
- This is NOT a supervisory position and DOES NOT include evaluation of colleagues

Qualifications:

- High School Diploma or Equivalent
- IEP Experience Preferred
- Google Suite/Workspace Experience Preferred
- Strong communication, organizational, and interpersonal skills.
- Ability to work collaboratively with a diverse group of stakeholders, including students, parents/guardians, teachers, staff, administration, and community members.

Application Process:

Interested candidates should complete the application found at this [LINK](#).

For additional information about the position or the application process, please contact:

- Jenn Fordyce, Principal, jfordyce@bhased.org