



- Position:** Transition Specialist / PECT Coordinator
*** (PECT: Pre-Employment Career Training)
- Location:** District Office
- Start Date:** January 2026
- Supervisor:** Lead Transition Specialist (BHASED)
- Type of Employment:** Full-Time: 258 - Day Contract (247 Work Days plus 11 Paid Holidays) - 12 Month Position, 8 Hours per Day
- Job Qualifications:** High School Diploma or Equivalent
-Associate's degree or office management coursework preferred
Proficiency in Microsoft Office Suite (Word, Excel, Access) and Google Workspace.
Excellent communication, organizational, and multitasking skills.
Maintains confidentiality and works effectively with diverse staff and families.
Professional, dependable, and detail-oriented work style.
- Salary:** \$ 19.00 per hour ([BHASED CBA with Salary Range and Benefits](#)); Comprehensive benefits package including health, dental, vision and life insurance; and 403b; IL State IMRF Pension and an IEA / NEA Union position.

Position Overview: The Black Hawk Area Special Education District is seeking a passionate Transition Specialist / PECT Coordinator to support students and staff within our BHASED programs and member districts. This position is responsible for all office and clerical needs of the PECT Program. This position is responsible for efficient office operations, maintaining accurate records, following up with PECT Program staff,

students, and parents/guardians, with attention to detail, strong communication skills, and the ability to manage multiple priorities in a professional and confidential manner.

Responsibilities:

- Provide overall office and clerical support.
- Process all required forms for new IDHS-DRS cases. Ensure forms are complete, copy for our files, enter data into tracking spreadsheet, scan/rename/email to appropriate DRS staff.
- Monitor and maintain IDHS-DRS case movement tracking spreadsheet.
- Ensure timelines are being met.
- Maintain PECT Program email & files.
- Maintain and process DRS filing/daily paperwork (IPE's, Agreements). Ensure forms are complete, copy for our files, enter data into tracking spreadsheet, scan/rename/email to appropriate DRS staff.
- Assist Lead Transition Specialist with clerical work associated with Project Search.
- Enter employment details & work site agreements into WebCM.
- Process monthly PECT Billing & Match Details.
- Maintain Virtual Reality (VR) Headsets for the PECT Program.
- Weekly email of new/updated IEP's to appropriate DRS staff.
- Assist Lead Transition Specialist with tracking of PECT reimbursement funding.
- Process, duplicate and disseminate information to other agencies as required.
- Schedule appointments for the Lead Transition Specialist as required.
- Maintain communication with students/parents around PECT applications, support needed, work verification, etc.
- Order office supplies as needed.
- Request and follow up on medical and mental health information and referrals as needed.
- Maintain a high level of professional expertise and flexibility in all interactions and in all job related contacts.
- Perform other such duties as assigned by the Lead Transition Specialist.
- This is NOT a supervisory position and DOES NOT include evaluation of colleagues.
- Assist with data entry.
- Back-up to the BHASED Administrative Assistant.
- Assist with programming materials.
- Other duties as assigned.

Qualifications:

- High School Diploma or equivalent
- Previous administrative assistant 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:

- Kelsey Johnson, Lead Transition Specialist at kjohnson@bhased.org