



Lead Transition Specialist

Job Title: Lead Transition Specialist

Location: Black Hawk Area Special Education District

Supervisor: Director or Administrative Designee

Contract Type: 185-Day Contract

Salary and Benefits: \$46,689 - \$83,238 ([BHASED CBA with Salary Range and Benefits](#)); Comprehensive benefits package including health, dental, and vision insurance. IMRF position.

Start Date: July/August 2026

POSITION OVERVIEW:

The Lead Transition Specialist serves as the program lead and supervisor for the Pre-Employment Career Training (PECT) program. This role is responsible for the comprehensive planning, implementation, and oversight of transition services for students with disabilities across BHASED districts. The specialist acts as a primary liaison between the cooperative and all member districts, the Illinois Division of Rehabilitation Services (DRS), community agencies, and post-secondary institutions to ensure students meet federal and state transition indicators under IDEA and the Illinois School Code.

RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS:

- Serve as the program lead and supervisor for the PECT program, directing the work of transition staff and vocational personnel.
- Supervise other Transition Specialists and Transition Specialist/PECT Coordinator
- Effectively manage the PECT grant, ensuring all associated paperwork, budgets, and reimbursement funds are processed accurately and in a timely manner.
- Establish and implement ambitious goals for the transition program, utilizing stakeholder feedback to drive continuous improvement.
- Curate and maintain transition resource repositories for staff, including electronic referral packets and bilingual materials.
- Act as the direct liaison with IDHS-DRS.
- Establish and maintain collaborative relationships with community organizations to support student needs in independent living and employment.
- Consult with and assist district special education staff, coordinators, and administrators to enhance transition programming and clarify program requirements.
- Plan and lead regular PECT/DRS coordination meetings.
- Develop and facilitate high-quality professional development and in-services



for teachers regarding best transition practices and assessment design.

- Assist classroom teachers in designing transition-related assessments, locating resources, and acquiring new skills.
- Create and distribute newsletters and updates to keep all stakeholders informed of upcoming events and linked resources.
- Maintain a personal caseload of students, meeting regularly (at least quarterly) to monitor progress and provide guidance.
- Secure, evaluate, and monitor work sites for students (e.g., retail, botanical centers, day programs); coordinate with employers to ensure successful placements.
- Attend and actively participate in transition IEP meetings for students, ranging from freshman to seniors.
- Facilitate connections with colleges and vocational programs to support students' transitions beyond high school.
- Maintain comprehensive knowledge of federal and state transition requirements to ensure all districts meet required indicators.
- Conduct in-depth analysis of transition curricula and data to make informed decisions regarding program renewals or changes.
- Adhere to the highest standards of honesty, confidentiality, and professional inquiry.

QUALIFICATIONS:

- Experience in secondary transition services, job development, and inter-agency collaboration.
- Strong organizational and strategic planning skills; ability to balance multiple priorities in a fast-paced work environment.
- Demonstrated expertise in oral and written communication.
- Demonstrated evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.
- Strong leadership, grant management, public speaking, and the ability to build rapport with diverse stakeholders including students, parents, and community business leaders.

CERTIFICATIONS/LICENSURE

- Bachelor's Degree in a Special Education or related field – Required
- Illinois Professional Educator License (PEL) with Special Education endorsement – Strongly Preferred

Application Process

Interested applicants must complete the application found [HERE](#) and submit a resume, cover letter, and references to Dr. Kathy Ruggeberg @ kruggeberg@bhased.org.