



# You can be a Service Coordinator, **AND WE NEED YOU!**

A Service Coordinator's (SC) role in early intervention is to link families to supports and resources available to assist a child in their development and growth within Arizona Early Intervention Program (AzEIP), Arizona Schools for the Deaf and Blind (ASDB), and the Division of Developmental Disabilities (DDD) for the State of Arizona. The focus is on infants and toddlers with developmental delays and disabilities.

## What you need to become a Service Coordinator

- A minimum of a Bachelor's degree in Early Childhood, Early Childhood Special Education, Family Studies or a closely related field
- Transcript review and approval by AzEIP. If transcripts do not exactly match requirements, the hiring program may be able to make an agreement that includes additional college-level coursework over a probationary period to qualify the candidate for the position of SC with AzEIP approval
- Caseload management in social services or human services work, this would include strong communication skills, working with multidisciplinary teams, conducting assessments, reviewing evaluations, and home visiting with families
- Fingerprint clearance card and background check

A Service Coordinator is expected to have frequent contact with families which entails many meetings, documentation, and uploading information to systems to meet mandates required by state and federal guidelines. Actions are governed by the Individuals with Disabilities Education Act (IDEA), Part C.

## What you can expect when you become a Service Coordinator

- Travel to family homes, various agencies, local school districts, and meetings throughout the state as needed
- Shadowing and peer support
- Continuous ongoing training and professional development
- An assigned caseload of children and families
- Coaching and reflective supervision
- Team approach to intervention
- Base full-time employment annual salary of \$35K-\$52K based on experience and performance
- 40-hour work week, possible overtime with approval
- Opportunity for advancement
- Potential for paid annual and sick leave after accrual - varies by contracting agency

To search for SC openings and other early childhood positions, click on the links below:

- [Arizona Education Employment Board](#)
- [Jobs in Early Childhood Education](#)
- [AZ State Jobs](#)

*Don't forget to search more traditional job search engines as well!*