

CHAPTER 6: COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

6.1 Recruitment for difficult to hire positions or areas

6.1.1 When an agency has a demonstrated difficulty hiring candidates may be approved for an educational plan. In order to be considered for a plan an agency must do the following:

- A. Submit documentation for attempts at hiring a qualified candidate.
This may include:
 - 1) Job descriptions and ads posted.
 - 2) Description of attempts to hire including candidates not meeting qualifications
 - 3) Submit education plan to meet the appropriate discipline qualifications.
 - 4) Service Coordinators: must have a related degree and enroll in Early Childhood courses as described in table above.
 - 5) Developmental Special Instructionists: must enroll or be currently enrolled in a qualifying Bachelor's or Master's degree program.
- B. Submit plan for the educational plan candidate to have regular file reviews and supervisor observations focused on ensuring the candidate meets AzEIP requirements and learns personnel standards Early Intervention. AzEIP employees and contractors must meet the Division for Early Childhood Personnel Standards. Educational plan candidates must meet the Initial Specialty standards for Early Childhood Special Education/Early Intervention.
- C. Upon approval from ADES/AzEIP of an educational plan, the program must ensure the educational plan candidate personnel record contains up to date information regarding supervision, training, and evidence of being coached on personnel expectations. The candidate must complete required AzEIP training and meet qualifications within 3 years. Upon completion of the education plan or termination of the candidate, the program, must notify ADES/AzEIP.