

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

*2 Day
1 Evening*

<p><i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i></p> <p><i>Kris Bersonnet</i> Phone: 755-0081 FAX: 755-0125</p>	Date of Request: <u>3-6-17</u> Action Requested by: <u>R. Turbenson</u> POSITION REQUESTED: <u>Infant - Toddler Teacher Assistant</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Early Head Start</u> Center Location: <u>Coche</u>
---	--

Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6</u>)	<input type="checkbox"/> 9 1/2 Month Position	<input type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		

Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input checked="" type="checkbox"/> Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>3-16-17</u>
---	---	---

Rate of Pay: \$ 10.00 (Circle) (Hour) Pay Period / Month Grade: 3 Step 7

Special Needs:
must submit transcripts and resume with application
Spanish speaking preferred.
Day and evening sessions 8-2 + 3-9

OPENING DATE: 3-8-17 (Allow 2 days after completion for opening date.) CLOSING DATE: 6-8-17 (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

R. Turbenson
Coordinator

Verbal approval
Program Director (verbal confirmation)

[Signature]
Fiscal Office

- Distribution of completed form:
- | | |
|--|---|
| <input type="checkbox"/> PHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - EHS |
| <input type="checkbox"/> EHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - PHS |
| <input type="checkbox"/> PHS Secretary | <input type="checkbox"/> Coordinator/Supervisor Requesting Action |
| <input type="checkbox"/> Fiscal Assistant/Fiscal Officer | <input type="checkbox"/> Hiring File for Position |