

# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

*If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:*

*Diane Midkiff*

*Phone: 755-0081, ext. 242*

*FAX: 755-0125*

Date of Request: 7-15-15 Action Requested by: Benue Torbenson

POSITION REQUESTED: EHS Family Educator

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: Cocoe Center Location: \_\_\_\_\_

**Status:**

☒ Regular (No. Hrs. Day \_\_\_\_\_) ☐ 9 ½ Month Position ☒ Hours Variable  
☐ Part Time (No. Hrs. Week \_\_\_\_\_) ☒ 12 Month Position ☐ Hours Fixed  
☐ Temporary (Period \_\_\_\_\_ to \_\_\_\_\_)

**Benefits after one year's employment:**

☒ SEP Retirement Plan

☒ Vacation

**Benefits:**

☒ Medical Insurance

☒ Personal Leave

☒ 403B Retirement Plan

**Desired Hire Date:**

8-20-15

Rate of Pay: \$ 21.31 hr (Circle) Hour / Pay Period Month Grade: 20 Step 4

**Special Needs:**

OPENING DATE: 7-28-15  
(Allow 2 days after completion for opening date.)

CLOSING DATE: 8-10-15  
(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.)

Benue Torbenson  
 Coordinator

approved  
 Program Director (verbal confirmation)

Oliver  
 Fiscal Office

**Distribution of completed form:**

☐ PHS Receptionist  
☐ EHS Receptionist  
☐ PHS Secretary  
☐ Fiscal Assistant/Fiscal Officer

☐ Parent Involvement Specialist - EHS  
☐ Parent Involvement Specialist - PHS  
☐ Coordinator/Supervisor Requesting Action  
☐ Hiring File for Position