

# 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: 8-14-15 Action Requested by: Rebecca Johnson

POSITION REQUESTED: EHS Family Educator (2)

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: EHS Center Location: \_\_\_\_\_

**Status:**

☒ Regular (No. Hrs. Day \_\_\_\_\_) ☐ 9 1/2 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:

9-3-15

Rate of Pay: \$ 2131.00 (Circle) Hour / Pay Period / Month Grade: 20 Step 4

**Special Needs:**

OPENING DATE: 8-17-15 CLOSING DATE: 8-28-15  
(Allow 2 days after completion for opening date.) (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.)

Rebecca Johnson  
Coordinator

\_\_\_\_\_  
Program Director (verbal confirmation)

Olivia Holt  
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