

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: <u>10/7/15</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>PHS CB Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: _____ Center Location: _____	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)			
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ 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>11/10/15</u>	
Rate of Pay: \$ <u>9.82</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>3</u> Step <u>7</u>			
Special Needs: <u>Spanish speaking required</u>			

OPENING DATE: October 12 (Allow 2 days after completion for opening date.) CLOSING DATE: October 27 (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.)

Krista Useche Coordinator
email approval Program Director (verbal confirmation)
Diane Act Fiscal Office

Distribution of completed form:

_____ PHS Receptionist	_____ Parent Involvement Specialist - EHS
_____ EHS Receptionist	_____ Parent Involvement Specialist - PHS
_____ PHS Secretary	_____ Coordinator/Supervisor Requesting Action
_____ Fiscal Assistant/Fiscal Officer	_____ Hiring File for Position