

**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

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

<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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>2/20/17</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Cache Teacher</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Richmond</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <u>9 1/2</u> Month Position <u>Hours Variable</u></p> <p><u>Part Time</u> (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> <u>Hours Fixed</u></p> <p><u>Temporary</u> (Period <u> </u> to <u> </u>)</p>		
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p><u>1/19/18</u></p>
<p>Rate of Pay: <u>2996</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>13</u></p>		
<p>Special Needs: <u>Spanish speaking preferred</u></p>		

OPENING DATE: 1/3/18 *vm* CLOSING DATE: 1/12/18 *vm*
(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.)*

Krista Useche *email approval*
Coordinator Program Director *(verbal confirmation)*

PHSimp
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