

# 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><b>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	<p>Date of Request: <u>8/17/15</u> Action Requested by: <u>Krista Useck</u></p> <p>POSITION REQUESTED: <u>Teacher</u></p> <p>Check Program: <u>          </u> Early Head Start <u>X</u> Preschool Head Start</p> <p>Focus Area: <u>CB</u> Center Location: <u>                                </u></p>	
<p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>8</u>) <u>X</u> 9 ½ Month Position <u>          </u> Hours Variable</p> <p><u>          </u> Part Time (No. Hrs. Week <u>          </u>) <u>          </u> 12 Month Position <u>X</u> Hours Fixed</p> <p><u>          </u> Temporary (Period <u>          </u> to <u>          </u>)</p>		
<p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p><u>          </u> Vacation</p>	<p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p>	<p>Desired Hire Date: <u>                                </u></p>
<p>Rate of Pay: \$ <u>2221<sup>00</sup></u> (Circle) Hour / Pay Period / Month <u>          </u> Grade: <u>21</u> Step <u>2</u></p>		
<p>Special Needs: <u>Spanish speaking preferred</u></p>		

OPENING DATE: 8/18/15 (Allow 2 days after completion for opening date.) CLOSING DATE: ongoing (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 Useck  
Coordinator

verbal approval  
Program Director (verbal confirmation)

[Signature]  
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