

# 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>Kris Bersonnet</b>          Phone: 755-0081          FAX: 755-0125</p>	<p>Date of Request: <u>7/14/15</u> Action Requested by: <u>Nomi Christensen</u></p> <p>POSITION REQUESTED: <u>EHS Infant/Toddler Assistant teacher</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>child dev.</u> Center Location: <u>EHS Center</u></p>
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**Status:**

<input type="checkbox"/> Regular (No. Hrs. Day <u>      </u> )	<input type="checkbox"/> 9 ½ Month Position	<input type="checkbox"/> Hours Variable
<input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>30</u> )	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period <u>      </u> to <u>      </u> )		

<p><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p><b>Benefits:</b></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><b>Desired Hire Date:</b></p> <p><u>8/14/15</u></p>
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**Rate of Pay:** \$ 8.89 (Circle) ☒ Hour Pay Period / Month      **Grade:** 3 **Step:** 3

**Special Needs:**

Associates degree in early child development / education and  
Required. Infant/Toddler CDA required. willing to obtain  
a minimum age appropriate center base CDA (child Development  
Associates.)

**OPENING DATE:** 7/15/15 <sup>or</sup> 7/20/15 (Allow 2 days after completion for opening date.)      **CLOSING DATE:** 8/3/15 (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.)

<u>approved over phone</u> Coordinator <u>Amy Nixon</u>	<u>email approval</u> Program Director <u>(verbal confirmation)</u>	<u>[Signature]</u> Fiscal Office
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**Distribution of completed form:**

<input type="checkbox"/> PHS Receptionist <input type="checkbox"/> EHS Receptionist <input type="checkbox"/> PHS Secretary <input type="checkbox"/> Fiscal Assistant/Fiscal Officer	<input type="checkbox"/> Parent Involvement Specialist - EHS <input type="checkbox"/> Parent Involvement Specialist - PHS <input type="checkbox"/> Coordinator/Supervisor Requesting Action <input type="checkbox"/> Hiring File for Position
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