

# 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: 12/8/15 Action Requested by: Stephanie Wood

POSITION REQUESTED: ERSEA Assistant

Check Program: ☒ Early Head Start ☒ Preschool Head Start

Focus Area: ERSEA Center Location: Logan

Status:

☒ Regular (No. Hrs. Day 8hrs) ☒ 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:

1/22/16

Rate of Pay: \$ 11.07 (Circle) Hour / Pay Period / Month

Grade: 18 Step 4

Special Needs:

Must be Spanish/English bilingual.

OPENING DATE: January 4, 2016  
(Allow 2 days after completion for opening date.)

CLOSING DATE: January 13, 2016  
(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.)

Stephanie Wood  
Coordinator

Verbal approval  
Program Director (verbal confirmation)

Chris [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