

**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: 5/26/15 Action Requested by: Krista Useche
POSITION REQUESTED: Teacher Assistant (2)
Check Program: Early Head Start ☒ Preschool Head Start
Focus Area: Center Based Center Location: Box Elder

Status:

☒ Regular (No. Hrs. Day 6.5) ☒ 9 ½ 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:

8/7/15

Rate of Pay: \$ 8.89 (Circle) Hour / Pay Period / Month Grade: 3 Step 3

Special Needs:

Spanish speaking preferred
in Box Elder paper
(2)

OPENING DATE: _____
(Allow 2 days after completion for opening date.)

CLOSING 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
Coordinator

Sarah Thergood
Program Director (verbal confirmation)

Olivia
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