

# 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>11-30-15</u> Action Requested by: <u>Renee Torberson</u></p> <p>POSITION REQUESTED: <u>EHS CB Infant/Toddler Teacher</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>EHS Center</u> Center Location: <u>Logan</u></p>	
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>      </u>) <u>      </u> 9 1/2 Month Position <u>      </u> Hours Variable</p> <p><u>      </u> Part Time (No. Hrs. Week <u>      </u>) <u>      </u> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p><u>      </u> Temporary (Period <u>      </u> to <u>      </u>)</p>		
<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>12-17-15</u></p>
<p>Rate of Pay: \$ <u>2391.00</u> (Circle) Hour / Pay Period / Month Grade: <u>21</u> Step <u>5</u></p>		
<p><b>Special Needs:</b></p> <p><u>Applicants must submit copy of transcripts and degree awarded. Spanish speaking preferred.</u></p>		

OPENING DATE: Ongoing (Allow 2 days after completion for opening date.) 
 CLOSING DATE: February 29, 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.)

<u>Renee Torberson</u> Coordinator	<u>Sarah Thurgood</u> Program Director (verbal confirmation)	<u>Chris St</u> Fiscal Office
---------------------------------------	---	----------------------------------

**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
--	--