

# 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>  <i>Phone: 755-0081  FAX: 755-0125</i></p>	<p>Date of Request: <u>5-16-16</u> Action Requested by: <u>5-18-16</u></p> <p>POSITION REQUESTED: <u>ECP Center Specialist</u></p> <p>Check Program: <u>Early Head Start</u> <u>Preschool Head Start</u></p> <p>Focus Area: <u>ECP (Early Child Care Specialist)</u> Center Location: <u>ECP Center</u></p>	
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>      </u>) <u>      </u> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><u>      </u> Part Time (No. Hrs. Week <u>      </u>) <input checked="" type="checkbox"/> 12 Month Position <u>      </u> 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>June 17, 2016</u></p>
<p>Rate of Pay: \$ <u>2403<sup>00</sup></u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>5</u></p>		
<p><b>Special Needs:</b></p> <p><u>B.A. in early childhood education or a BA in a related field</u></p> <p><u>with equivalent coursework and experience in early childhood development.</u></p>		

OPENING DATE: 5/18/16 (Allow 2 days after completion for opening date.) CLOSING DATE: 6-2-16 (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.)

Kris Bersonnet Coordinator     
Narah Theriot Program Director (verbal confirmation)     
[Signature] Fiscal Office

**Distribution of completed form:**

<u>      </u> PHS Receptionist	<u>      </u> Parent Involvement Specialist - EHS
<u>      </u> EHS Receptionist	<u>      </u> Parent Involvement Specialist - PHS
<u>      </u> PHS Secretary	<u>      </u> Coordinator/Supervisor Requesting Action
<u>      </u> Fiscal Assistant/Fiscal Officer	<u>      </u> Hiring File for Position