

**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: 2/13/17 Action Requested by: Krista Useche

POSITION REQUESTED: PHS Child Dev Assistant

Check Program: Early Head Start ☒ Preschool Head Start

Focus Area: Center Based Center Location: Cache

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:

3/17/17

Rate of Pay: \$ 11.62 (Circle) Hour / Pay Period / Month

Grade: 20 Step 1

Special Needs:

OPENING DATE: 2/21/17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 3/6/17
(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 Thurgood

Program Director (verbal confirmation)

Diane Midkiff

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