

BEAR RIVER HEAD START
EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

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| <p>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</p> <p>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p> | | <p>Date of Request: <u>2/16/16</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Paris Teacher</u></p> <p>Check Program: _____ Early Head Start <u>X</u> Preschool Head Start _____</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Paris, ID</u></p> | |
| <p>Status:</p> <p><u>X</u> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <u>X</u> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p> | | | |
| <p>Benefits after one year's employment:</p> <p><u>X</u> SEP Retirement Plan</p> <p>_____ Vacation</p> | | <p>Benefits:</p> <p><u>X</u> Medical Insurance</p> <p><u>X</u> Personal Leave</p> <p><u>X</u> 403B Retirement Plan</p> <p>Desired Hire Date: _____</p> | |
| <p>Rate of Pay: \$ <u>239.00</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>5</u></p> | | | |
| <p>Special Needs: _____</p> <p>_____</p> <p>_____</p> | | | |

OPENING DATE: 2/17/2016 CLOSING DATE: 3/01/2016
(Allow 2 days after completion for opening 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.)

Kinseche Coordinator
Sarah Thompson Program Director (verbal confirmation)
Dis. H. 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