

# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

*North Center Evening 2-10p.m.*

<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>Diane Midkiff</b>          Phone: 755-0081, ext. 242          FAX: 755-0125</p>	<p>Date of Request: <u>6-14-17</u> Action Requested by: <u>Renae Torberson</u></p> <p>POSITION REQUESTED: <u>Early Head Start 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: _____ Center Location: <u>Pard</u>  <u>North Center</u></p>
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**Status:**

Regular (No. Hrs. Day 8)  9 1/2 Month Position  Hours Variable

Part Time (No. Hrs. Week \_\_\_\_\_)  12 Month Position  Hours Fixed

Temporary (Period \_\_\_\_\_ to \_\_\_\_\_)

<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>Desired Hire Date:</p> <p style="text-align: center;"><u>7-20-17</u></p>
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Rate of Pay: \$ 2317 (Circle) Hour / Pay Period Month Grade: 21 Step 3

**Special Needs:**

Bilingual English/Spanish speaking preferred. Must

submit transcripts & resume w/ application

\* For evening session 2-10p.m. \*

OPENING DATE: 6-19-17 (Allow 2 days after completion for opening date.) CLOSING DATE: 9-19-17 (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.)

<p><u>Renae Torberson</u> Coordinator</p>	<p><u>email approval</u> Program Director (verbal confirmation)</p>	<p><u>[Signature]</u> Fiscal Office</p>
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**Distribution of completed form:**

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