

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

1 North Center Day 8-2 p.m.
1 North Center Eve 3-9 p.m.
1 Extended Day 8-2 p.m.
NRS/Kool

<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 Mldkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>6-14-17</u> Action Requested by: <u>Renee Torbenson</u></p> <p>POSITION REQUESTED: <u>Early Head Start Teacher Assistant</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Centerbased</u> Center Location: <u>2 North Center</u> <u>1 South Center</u></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Status:		
<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6</u>)	<input type="checkbox"/> 9 1/2 Month Position	<input type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		

Benefits after one year's employment:	Benefits:	Desired Hire Date:
<input checked="" type="checkbox"/> SEP Retirement Plan	<input checked="" type="checkbox"/> Medical Insurance	<u>7-20-17</u>
<input checked="" type="checkbox"/> Vacation	<input checked="" type="checkbox"/> Personal Leave	
	<input checked="" type="checkbox"/> 403B Retirement Plan	

Rate of Pay: \$ <u>10.00</u> (Circle) <u>Hour</u> / Pay Period / Month	Grade: <u>3</u> Step <u>7</u>
------------------------------------------------------------------------	-------------------------------

Special Needs: <u>Bilingual Spanish/English preferred. Candidates must submit transcripts & resume w/ application.</u>

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.)

<u>Renee Torbenson</u> Coordinator	<u>email approval</u> Program Director (verbal confirmation)	<u>Diane Mldkiff</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
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------