

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>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p>	Date of Request: <u>12-4-18</u> Action Requested by: <u>ReNea Torberson</u> POSITION REQUESTED: <u>EHS Family Educator</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Homebased</u> Center Location: <u>Coche County</u>
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>)	<input type="checkbox"/> 9 1/2 Month Position	<input checked="" type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>)	<input checked="" type="checkbox"/> 12 Month Position	<input type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		

Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input checked="" type="checkbox"/> Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>1-17-19</u>
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Rate of Pay: \$ 2248 (Circle) Hour / Pay Period / Month Grade: 20 Step 4

Special Needs:
Applicants must submit transcripts with application.
Bilingual English / Spanish speaking preferred.

OPENING DATE: 12-20-18 (Allow 2 days after completion for opening date.) CLOSING DATE: open until filled (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>ReNea Torberson</u> Coordinator	<u>Sarah Thurgood</u> Program Director (verbal confirmation)	<u>H. Simpson</u> Fiscal Office
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- Distribution of completed form:
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| <input type="checkbox"/> PHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - EHS |
| <input type="checkbox"/> EHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - PHS |
| <input type="checkbox"/> PHS Secretary | <input type="checkbox"/> Coordinator/Supervisor Requesting Action |
| <input type="checkbox"/> Fiscal Assistant/Fiscal Officer | <input type="checkbox"/> Hiring File for Position |