

**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: 1/17/18 Action Requested by: Krista Useche

POSITION REQUESTED: Paris Teacher

Check Program: Early Head Start ☒ Preschool Head Start

Focus Area: Center Based Center Location: Paris

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)

Benefits after one year's employment:

☒ SEP Retirement Plan
☒ Vacation

Benefits:

☒ Medical Insurance
☒ Personal Leave
☒ 403B Retirement Plan

Desired Hire Date:

2/16/18

Rate of Pay: \$ 2459 (Circle) Hour / Pay Period Month Grade: 21 Step 5

Special Needs:

OPENING DATE: 1/23/2018
(Allow 2 days after completion for opening date.)

CLOSING DATE: 2/05/2018
(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)

JP Simp
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

Opens: 1/23/2018

Closes: 2/05/2018

WANTED: Bear River Head Start Centerbased Preschool Teacher for Paris, Idaho

- Full time (8 hrs/day), fixed hours, 12 mo/yr, and benefits.
- BS/BA in Early Childhood Education preferred. Must have AA in Early Childhood Education or equivalent.
- Must have experience teaching preschool age children.
- Official transcripts are required.

You may go to www.brheadstart.org for a complete job description and to download a Head Start application. ***An application, resume and official transcripts are required*** and may be (1) hand delivered to Bear River Head Start, 95 West 100 South, Suite 200, Logan; (2) faxed to 435-755-0125; or (3) email to dmidkiff@brheadstart.org. All applications must be turned in before 5:00pm on 2/05/2018. EEO