

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>3/8/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Infant Toddler Teacher Assistant (2)</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Center-based</u> Center Location: <u>Pond and Nest/keep</u>
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>4</u>)	<input type="checkbox"/> 9 1/2 Month Position	<input type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week _____)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period _____ to _____)		

Benefits after one year's employment: <input type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Personal Leave <input type="checkbox"/> 403B Retirement Plan	Desired Hire Date: _____
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Rate of Pay: \$ 10.30 (Circle) Hour / Pay Period / Month Grade: 3 Step 7

Special Needs: CDA is preferred or must be willing to obtain one in the first year of hire.

OPENING DATE: _____ (Allow 2 days after completion for opening date.) CLOSING DATE: 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>[Signature]</u> Coordinator	_____ Program Director (verbal confirmation)	<u>[Signature]</u> Fiscal Office
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Distribution of completed form:

<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