

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

*1 Day
1 Evening*

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: 2-21-17 Action Requested by: RTorbenon

POSITION REQUESTED: EHS Infant Toddler Teacher Assistant

Check Program: ☒ Early Head Start ☐ Preschool Head Start

Focus Area: _____ Center Location: Coeche

Status:

☒ Regular (No. Hrs. Day 6) ☐ 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:

3-14-17

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

Special Needs:

must submit transcripts w/ application and resume
Spanish speaking preferred.
Day and Evening sessions 8-2 + 3-9

OPENING DATE: 2-22-17
(Allow 2 days after completion for opening date.)

CLOSING DATE: 3-2-17
(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.)

RTorbenon
 Coordinator

verbal approval
 Program Director (verbal confirmation)

[Signature]
 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