

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 <i>Phone: 755-0081, ext. 242</i> <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>11/9/18</u> Action Requested by: <u>Steph Wood</u></p> <p>POSITION REQUESTED: <u>Infant/Toddler Teacher</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>Pond</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input type="checkbox"/> 9 1/2 Month Position <input type="checkbox"/> Hours Variable</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period _____ to _____)</p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>
<p>Desired Hire Date: <u>12/1/18</u></p>	
<p>Rate of Pay: \$ <u>2877.⁰⁰</u> (Circle) Hour / Pay Period / (Month) <u>9</u> Grade: <u>20</u> Step <u>14</u></p>	
<p>Special Needs: <u>CDA or ECE in early childhood</u></p>	

OPENING DATE: 11/9/18 (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.)

[Signature] Coordinator
 email approval Program Director (verbal confirmation)
 [Signature] Fiscal Office

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