

## 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><b>Diane Midkiff</b> Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>7/2/18</u> Action Requested by: <u>Steph Wood</u></p> <p>POSITION REQUESTED: <u>Preston PHS Teacher Assistant</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Center Based</u> Center Location: <u>Preston</u></p>
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>10.5</u> )	<input checked="" type="checkbox"/> 9 1/2 Month Position	<input type="checkbox"/> Hours Variable
<input type="checkbox"/> Part Time (No. Hrs. Week _____)	<input type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
<input type="checkbox"/> Temporary (Period _____ to _____)		

<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input 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:</p> <p><u>8/13/18</u></p>
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Rate of Pay: \$ 10.10 (Circle) Hour / Pay Period / Month      Grade: 3 Step 7

Special Needs: Position begins in August for 2018 school year.

OPENING DATE: 7/3/18 (Allow 2 days after completion for opening date.)      CLOSING DATE: 7/10/18 (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.)

Steph Wood Coordinator      email approval Program Director (verbal confirmation)      HLSimp12 Fiscal Office

- 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                 |