

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>11-5-19</u> Action Requested by: <u>Renae Torberson</u> POSITION REQUESTED: <u>PHS Box Elder Family Educator</u> Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Homebased</u> Center Location: <u>Box Elder County</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u> </u>) <input checked="" type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: <u>11-21-19</u>
Rate of Pay: \$ <u>2287</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>20</u> Step <u>4</u>		
Special Needs: <u>Applicants must submit transcripts w/ application.</u> <u>Spanish speaking a plus</u>		

OPENING DATE: 11-6-19 (Allow 2 days after completion for opening date.) CLOSING DATE: open 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.)

Renae Torberson
Coordinator

Program Director (verbal confirmation)

AR Simpson
Fiscal Office

- Distribution of completed form:
- | | |
|---------------------------------------|--|
| _____ PHS Receptionist | _____ Parent Involvement Specialist - EHS |
| _____ EHS Receptionist | _____ Parent Involvement Specialist - PHS |
| _____ PHS Secretary | _____ Coordinator/Supervisor Requesting Action |
| _____ Fiscal Assistant/Fiscal Officer | _____ Hiring File for Position |