

## 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>	Date of Request: <u>12/17/18</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Box Elder Extended Day Teacher</u> Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Box Elder</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <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 checked="" type="checkbox"/> SEP Retirement Plan <input checked="" 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>1/17/18</u>
Rate of Pay: \$ <u>3074.<sup>00</sup></u> (Circle) Hour / Pay Period <u>(Month)</u> Grade: <u>21</u> Step <u>13</u>		
Special Needs: <u>Bachelors degree in ECE or Equivalent or Associates in ECE.</u>		

OPENING DATE: 12/17/18  
(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:

- 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