

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>4/30/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Box Elder Extended Day Teacher</u> Check Program: _____ 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 <u>8</u>) _____ 9 1/2 Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ <input checked="" type="checkbox"/> 12 Month Position _____ <input checked="" type="checkbox"/> Hours Fixed _____ 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: _____
Rate of Pay: \$ <u>3074</u> (Circle) Hour / Pay Period / <u>Month</u>		Grade: <u>21</u> Step <u>13</u>
Special Needs: _____ _____		

OPENING DATE: 4/30/19 (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
 _____ 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