



HLWW Public Schools
Employment Recommendation Form

Date: 1/22/25

Name of Applicant: **Hannah Williams**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Winsted Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$18.24/hour

Position Term Description (part time, full time, year-round, school year, etc): *5.5 hour position, new hire*.*

Formal start date is 2/3/25.

Top Priorities for the Position:

- 1. Commitment to support student learning (academic and social-emotional growth)**
- 2. Strong communication skills and the ability to follow routines/schedules**
- 3. Organized and detail oriented**
- 4. Flexibility and willingness to learn**

Number of Applicants: 2

Number of Candidates Interviewed: 2

Interview Team: *Jen Olson*

Educational Background of Candidate: HS Diploma, HQ test completed/passed, Jan 2025

Employment Background of Candidate: *Hannah has had recent experience as a paraprofessional in neighboring districts.*

Administrative Recommendation (include qualities that applicant brings to the position):

Hannah has experience working with a variety of students, works independently, takes suggestions well and .

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Jennifer Olson* Date 1/22/25

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____