



HLWW Public Schools
Employment Recommendation Form

Date: 1/9/2025

Name of Applicant: **Amy Theisen**

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

Position Term Description (part time, full time, year-round, school year, etc): *5.5 hour position, replacement for S Boonstra resignation. Formal start date is 1/10/2025.*

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: 1

Number of Candidates Interviewed: 1

Interview Team: *Jen Olson*

Educational Background of Candidate: Some coursework beyond HS graduate, no formal 2 or 4 degree.

Employment Background of Candidate: Multiple years in *management and director roles outside of the educational field.*

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

Amy is positive, flexible, willing to learn, and has a desire to help students be successful.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Jennifer Olson* Date 1/9/2025

<i>Office Use ONLY</i>	
Copy to HR (prior to board meeting) _____	
Copy to Employee _____	Date of HR Meeting _____
Union Steward Contacted (where applicable) _____	