



HLWW Public Schools
Employment Recommendation Form

Date: 8/18/25

Name of Applicant: **Nikki (Nick) Reed**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$18.70/hour

Position Term Description (part time, full time, year-round, school year, etc): *5.5 hour position, replacement for Monica Bogema. Formal start date is 8/25/25.*

Top Priorities for the Position:

- 1. Commitment to support student learning (academic, behavioral 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: 10

Number of Candidates Interviewed: 7

Interview Team: *Jen Olson*

Educational Background of Candidate: *High School diploma, Spring Lake Park MN*

Employment Background of Candidate: *Nick works as a PCA, previously subbed for HLWW in food service, and worked as an overnight supervisor in a molding company.*

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

Nick is energetic, curious and wanting to make a difference for students. He also has experience working with students of varying levels of skill and ability.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Jennifer Olson* Date 8/18/25

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____