



HLWW Public Schools
Employment Recommendation Form

Date: 9/28/2024

Name of Applicant: **Coral Schwinn**

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, replacement for K. Trisco resignation. Start date is 10/10/2024, with training opportunities starting 10/4.*

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: 3

Number of Candidates Interviewed: 3

Interview Team: *Jen Olson, Jim Schimelpfenig, Kelly Klima*

Educational Background of Candidate: HS Diploma

Employment Background of Candidate: *Coral worked with summer Laker Care and as a paraprofessional for summer ESY programming.*

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

Coral is 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 9/28/2024

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____