



HLWW Public Schools

Employment Recommendation Form

Date: 6/5/2024

Name of Applicant: **JANAI KITTOCK**

Recommended By: Jen Olson

Title of Position: Teacher

Location: Humphrey Elementary

Step/Lane: BA, Step 2

Position Supervised By: Jen Olson, Kelly Klima

Position Term Description (part time, full time, year-round, school year, etc)

Full time position, Early Childhood Special Education

Is applicant replacing someone or is this a new hire?

Return to position after posting

Top Priorities for the Position:

- 1. Experience and strength in teaching**
- 2. Strong communication skills**
- 3. Organized and detail oriented**
- 4. Flexibility and willingness to learn, collegiality and professionalism**

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: *Jen Olson Kelly Klima*

Educational Background of Candidate:

Holds a degree in child & family studies from St. Cloud State University, St. Cloud MN.

Employment Background of Candidate:

Janai has worked in a para capacity for HLWW Schools for 4 years. She also ran a daycare and worked in a customer service realm. Most recently, Janai worked as the ECSE teacher at Humphrey in 2023-24..

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

Janai comes with an eagerness to enter the education field, and is supported by strong references. She has a willingness to enter field less familiar to her in order to support students as well as expand her learning. In her inaugural year, she gained additional experience in knowledge within the role, and ended the year positively. She is flexible, personable, motivated and detail oriented.

Previous Tenure (teaching positions ONLY) Yes _____ No **X**

Supervisor Signature *Jennifer Olson*

Date 6/5/2024

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____

6/29/2017