



HLWW Public Schools
Employment Recommendation Form

Date: 5/7/2021

Name of Applicant: *Joe Puncochar*

Recommended By: *Brad Sellner*

Title of Position: *Activities Director*

Location: *District*

Step/Lane:

Position Supervised By: *Superintendent*

Pay Rate (hourly employees): *\$80,000*

Position Term Description (part time, full time, year-round, school year, etc) – *220 days, salaried position*

Is applicant replacing someone or is this a new hire? *replacing Scott Berning*

Top Priorities for the Position:

1. *Varied Experience (Head, assistant, and junior high coaching experience of multiple-sports)*
2. *Certification (K-12 Principal License)*
3. *Personality – ability to connect with people; relationship builder; approachable (with staff and the public)*
4. *Multi-tasker – ability to juggle multiple tasks*
5. *Team Player and Builder – has been part of the activities department for 6 years; has been part of the development of our current student/athletes; has been part of the planning and program development in a number of activities.*

Number of Applicants: *2 (internal posting)*

Number of Candidates Interviewed: *2*

Interview Team: *Sellner, Mtx, Marketon, Koch, Peterson, Petersen, Anderson, Orazem, Dailey, Thrasher, Glessing, Carr*

Educational Background of Candidate: *BS Elementary Education; MA Physical Education: Coaching; K-12 Principal License*

Employment Background of Candidate: *Elementary Teaching and Coaching (3 years – Eden Valley/Watkins); Middle School Teaching and Coaching (6 years – HLWW)*

Administrative Recommendation (include qualities that applicant brings to the position): *Mr. Puncochar brings district experience and knowledge of the Activities Director position and programs. He is driven to provide quality programs and to seek out new ways to advance on the success of our current offerings and collaborate with many stakeholders.*

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Brad Sellner* Date *5/7/2021*

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