



HLWW Public Schools
Employment Recommendation Form

Date: 11/14/2024

Name of Applicant: **Jessica Thom**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey Elementary

Step/Lane: Step 3

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$18.98/hour

Position Term Description (part time, full time, year-round, school year, etc): *6 hour position, replacement for E Bresnahan resignation. Formal start date is 11/15/2024.*

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: Bachelor of Science, graphic design. 2009 Minnesota Institute of Art.

Employment Background of Candidate: *Jessica has worked in the child care industry for multiple years as an assistant teacher and paraprofessional roles.*

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

Jessica 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 11/14/2024

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