



**HLWW Public Schools**  
Employment Recommendation Form

Date: 2/28/25

Name of Applicant: **Whitney Happle**

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. Formal start date is 3/3/25, starting with onboarding, PCA and HQ testing.*

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: 2

Number of Candidates Interviewed: 2

Interview Team: *Jen Olson, Kelly Klima*

Educational Background of Candidate: HS Diploma

Employment Background of Candidate: *Whitney has had customer service roles in previous jobs, also has experience with students faced with neurodivergence.*

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

*Whitney is positive, flexible, motivated and willing to learn, and has a desire to help students be successful.*

Previous Tenure (teaching positions ONLY) Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor Signature *Jennifer Olson* Date 2/28/25

*Office Use ONLY*

Copy to HR (prior to board meeting) \_\_\_\_\_

Copy to Employee \_\_\_\_\_ Date of HR Meeting \_\_\_\_\_

Union Steward Contacted (where applicable) \_\_\_\_\_