



**HLWW Public Schools**  
Employment Recommendation Form

Date: 1/8/2026

Name of Applicant: **Melissa Cole**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$18.70/hour

Position Term Description (part time, full time, year-round, school year, etc): *5.5 hour/day position, replacing the second of two positions left unfilled but budgeted for in 2025-26. Start date: tentative 1/15/2026.*

Top Priorities for the Position:

- 1. Commitment to support student learning (academic, behavioral 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, Rachel Boyack*

Educational Background of Candidate: *High School diploma, Forest Lake MN*

Employment Background of Candidate: *Melissa has been working for 9+ years in customer service with food & retails services.*

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

*Melissa is patient, positive, curious and wanting to make a difference for students. She is eager to learn.*

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

Supervisor Signature *Jennifer Olson* Date 1/8/26

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