



**HLWW Public Schools**  
Employment Recommendation Form

Date: 9/7/21

Name of Applicant: Kate Nelson

Recommended By: Jim Schimelpfneig

Title of Position: SPED Para-professional

Location: Middle School

Step/Lane: 1

Position Supervised By: Jim Schimelpfenig

Pay Rate (hourly employees): \$16.86

Position Term Description (part time, full time, year-round, school year, etc) 5.5 hours per day

Is applicant replacing someone or is this a new hire? Replacing Ronna Ritter who resigned.

Top Priorities for the Position:

1. Meet needs of students
2. Meet needs of Sped teachers
3. Best fit for the Middle School staff

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Jim Schimelpfenig, Linda Wharram

Educational Background of Candidate: High School Diploma Dassel-Cokato High School

Employment Background of Candidate: 15 years with Casey's General Store

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

**Kate is people person. Her personality will be a good fit for our students and staff.**

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

Supervisor Signature Jim Schimelpfenig Date 9/7/21

*Office Use ONLY*

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

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

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