



**HLWW Public Schools**  
Employment Recommendation Form

Date: 8/18/25

Name of Applicant: **Ann Brown**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Winsted Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

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

Position Term Description (part time, full time, year-round, school year, etc): *5.5 hour position, replacement for H Williams. Formal start date is 8/25/25.*

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: 10

Number of Candidates Interviewed: 7

Interview Team: *Jen Olson*

Educational Background of Candidate: *BA from St Benedict College, St. Joseph MN; MA from University of St Scholastica, Duluth MN*

Employment Background of Candidate: *Ann previously served as an AmeriCorps/Reading Corps tutor at Winsted Elem, and served as a teacher and administrator for multiple years prior to her tutoring placement.*

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

*Ann is positive, flexible, motivated, capable and yet still willing to learn. She has a wealth of experience and a desire to continue to help students be successful.*

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

Supervisor Signature *Jennifer Olson*

Date 8/18/25

*Office Use ONLY*

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

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

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