



HLWW Public Schools
Employment Recommendation Form

Date: 8/10/2023

Name of Applicant: **Pearl Dye**

Recommended By: Nate Walbruch

Title of Position: Secretary

Location: District Office

Step/Lane: NA

Position Supervised By: Kelly Klima

Hourly rate: 22.03

Position Term Description (part time, full time, year-round, school year, etc) *Part Time year-round (10-15hrs per week)*

Is applicant replacing someone or is this a new hire?

This position is replacing the special education secretarial position that was previously paired with paraprofessional duties within the paraprofessional contract and will now be an at will contract.

Top Priorities for the Position:

- 1. Strong communication skills**
- 2. Organized and detail oriented**
- 3. Familiarity with Special Education**

Number of Applicants: NA

Number of Candidates Interviewed: NA

Interview Team: NA

Educational Background of Candidate: NA

Employment Background of Candidate: previously served in this position.

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

Pearl has previously served in this position and possesses the top priorities for this position.

Supervisor Signature _____

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