



Date: July 28, 2025

Name of Applicant: Jennifer Hagen

Title of Position: SPECIAL EDUCATION

Step/Lane: MA +40, Step 2

Pay Rate (hourly employees): NA

Recommended By: Jennifer Olson

Location: HUMPHREY ELEMENTARY

Position Supervised By: Jennifer Olson, Rachel Boyack

Position Term Description (part time, full time, year-round, school year, etc)

Full time, school year with opportunities for coaching, summer school and extension as warranted

Is applicant replacing someone or is this a new hire?

Return to position after posting due to licensure

Top Priorities for the Position:

1. Knowledge of best practice instruction and due process/procedural expectations
2. Ability to motivate, connect, and support students to achieve individual goals
3. Flexible, creative problem solver
4. Team player
5. Hard worker and strong communicator.

Number of Applicants: 3

Number of Candidates Interviewed: 2

Interview Team: Jennifer Olson, Kelly Klima

Educational Background of Candidate: BA in Psychology, Luther College (Decorah, IA); MA in Mental Health Counseling, University of Wisconsin-Stout (Menomonie, WI); MS in Applied Behavior Analysis, St. Cloud State University (St. Cloud MN)

Employment Background of Candidate: Jennifer was a behavior and classroom consultant for MAWSECO, providing support to member districts; prior to that, Jennifer worked in a clinical setting for behavior and therapy resources. Worked in the position during 2024-25 school year.

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

Jenny is supported by strong references. She continues to have a willingness to support students as well as expand her learning. In her inaugural year, she gained additional experience in knowledge within the role, and ended the year positively. She is flexible, personable, motivated and detail oriented.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature Jennifer Olson (digital signature) _____ Date 6/6/2024 _____

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Copy to HR (prior to board meeting) _____	
Copy to Employee _____	Date of HR Meeting _____
Union Steward Contacted (where applicable) _____	