



HLWW Public Schools
Employment Recommendation Form

Date: 7/2/2023

Name of Applicant: **JANAI KITTOCK**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey Elementary (tentative)

Step/Lane: Step 5

Position Supervised By: Jen Olson

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

5.5 hours/day, school year

Is applicant replacing someone or is this a new hire?

Replacement hire for open position due to resignation (J. Van Denheuvel)

Top Priorities for the Position:

- 1. Experience and desire to support students**
- 2. Strong communication skills**
- 3. Organized and detail oriented**
- 4. Flexibility and willingness to learn, collegiality and professionalism**

Number of Applicants: 3

Number of Candidates Interviewed: 3

Interview Team: *Jen Olson, Jim Schimelpfenig, Linda Wharram*

Educational Background of Candidate:

Holds a degree in early childhood education.

Employment Background of Candidate:

Previous HLWW employment as a paraprofessional, child care.

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

Janai comes with previous experience and the ability to step back into the paraprofessional role with little difficulty. She is flexible, knowledgeable, and patient—all things needed to support learners of all abilities and ages.

Supervisor Signature *Jennifer Olson*

Date 7/2/2023