



**HLWW Public Schools**  
Employment Recommendation Form

Date: 7/28/2025

Name of Applicant: **JANAI KITTOCK**

Title of Position: Teacher

Step/Lane: BA, Step 3

Recommended By: Jen Olson

Location: Humphrey Elementary

Position Supervised By: Jen Olson, Rachel Boyack

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

*Full time position, Early Childhood Special Education*

**Is applicant replacing someone or is this a new hire?**

*Return to position after posting*

**Top Priorities for the Position:**

1. Experience and strength in teaching
2. Strong communication skills
3. Organized and detail oriented
4. Flexibility and willingness to learn, collegiality and professionalism

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: *Jen Olson*

**Educational Background of Candidate:**

*Holds a degree in child & family studies from St. Cloud State University, St. Cloud MN. Currently in education program to secure degree in ECSE field. Anticipated graduation is December 2026.*

**Employment Background of Candidate:**

*Janai has worked in a para capacity for HLWW Schools for 4 years. She also ran a daycare and worked in a customer service realm. Most recently, Janai worked as the ECSE teacher at Humphrey for the last 2 years.*

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

*Janai comes with an eagerness to enter the education field, and is supported by strong references. She has a willingness to enter field less familiar to her in order 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  X

Supervisor Signature  *Jennifer Olson*

Date  7/28/2025

<i>Office Use ONLY</i>	
Copy to HR (prior to board meeting) _____	
Copy to Employee _____	Date of HR Meeting _____
Union Steward Contacted (where applicable) _____	