



HLWW Public Schools
Employment Recommendation Form

Date: 8/26/25

Name of Applicant: **Kelly Reed**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey 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 Rylie Kadlec. Formal start date is 8/28/25.*

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 UW River Falls, River Falls WI

Employment Background of Candidate: *Kelli previously worked with customer/client services in a veterinary clinic setting .She also provided home child care for area families in the last 5 years.*

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

Kelly is positive, flexible, motivated, capable and yet still willing to learn. She has a desire to continue to help students be successful.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Jennifer Olson* Date 8/26/25

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____