



**HLWW Public Schools**  
Employment Recommendation Form

Date: 06/25/2025

Name of Applicant: **Katharine Kennedy**

Recommended By: Jen Olson

Title of Position: Sepecial Education Teacher

Location: Winsted Elementary

Step/Lane: BA, Step 5

Position Supervised By: Jen Olson

Pay Rate (hourly employees):

Position Term Description (part time, full time, year-round, school year, etc): *Full time position, classroom*

Is applicant replacing someone or is this a new hire? *Replacement position (Annette Hystad).*

Top Priorities for the Position:

- 1. Experience in teaching, appropriate licensure**
- 2. Strong communication skills**
- 3. Organized and detail oriented**
- 4. Flexibility and willingness to learn**

Number of Applicants: 4

Number of Candidates Interviewed: 1

Interview Team: *Jen Olson*

Educational Background of Candidate:

*Holds a degree in Elementary Education and Special Education; (Luther College, Iowa, 2020);*

Employment Background of Candidate:

*Katie has experience in general and special education settings, both as a paraprofessional and licensed instructional staff;*

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

*Katie brings enthusiasm, experience, and knowledge to make the learning spaces for students a positive one. References were supportive, and they acknowledged Katie's flexibility, patience and organizational skills that provided success in previous roles.*

Previous Tenure (teaching positions ONLY) Yes \_\_\_\_\_ No X

Supervisor Signature Jennifer Olson Date 6/25//2025

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