

**I recommend approving the following contract:**

Paraprofessional

- a. Janeen Klinkenborg, \$9.53 per hour, 3.5 hours per day until January 21<sup>st</sup>. (This is a temporary position to assist an ELL student).

BECKER SCHOOLS  
HIRING RECOMMENDATION FORM  
Policy 401 - Equal Employment Opportunity

1. Position: Certified (Classified) Sch. "C" Paraprofessional  
(Circle One) Title

(New) Replacement Replacing 3.5 Hours/day until January 25<sup>th</sup>  
(Circle One)

2. Postings: Internal Date 10-18-10 External Date 10-30-10  
External Locations Citizen

3. Closing: Internal = Oct. 26<sup>th</sup> External = Until filled  
Date

4. Application  
Review: Number of Applications 17

Reviewed By Alexis Nelson-Winter

5. Interview:

Number Interviewed 3 Date of Interviews 11-4-10

Interviewed By Alexis Nelson-Winter and Dale Christensen

6. Recommend to Hire:

Recommended for Employment Janeen Klinkenberg

Start Date 11-9-10

Recommended By: Dale Christensen Date 11-8-10  
Supervisor

Supported By: [Signature] Date 11-30-10  
Superintendent of Schools

Assigned to: Step \_\_\_\_\_ Lane \_\_\_\_\_ Salary \_\_\_\_\_ Per Hour \$ 9.53

Attach Resume

Janeen M. Klinkenborg  
18119 62<sup>nd</sup> St.  
Becker, MN 55308  
Home: 763-262-2492  
Cell: 763-257-9837

Dale Christensen, Principal  
Becker Primary School  
12000 Hancock St. SE  
Becker, MN 55308

October 20, 2010

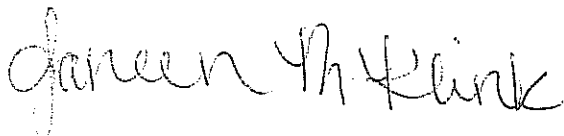
Dear Mr. Christensen,

It has come to my attention that there is a temporary paraprofessional position being offered in your school. I am very interested in this position. While the position is currently being considered internally, I would like to submit my name as an option should the position become publicly available. From my understanding the specific position is one-on-one with a young girl who has recently been adopted from another country, and would involve supporting her in overcoming language/communication barriers and helping her adjust to the school setting as a whole.

I believe I would be a great candidate for this position for several reasons. First, I have a degree in elementary education. Though my K-6 MN teaching license has lapsed, my education background would be an asset in any paraprofessional position assisting one or more students with any school subject. Second, we finalized on the adoption of our twelve year old son this past summer. Though he is not from another country, the experiences we have had in transitioning him to a new family, new school, and new community in the past three years allow me an insight to this situation that many do not share. Thirdly, my husband and I do foster care in Sherburne County, and have had a variety of related experiences and training including mental health issues, like anxiety disorders, as well as separation and attachment issues in foster/adoptive children. This sensitivity would be a bonus in helping this child adapt as smoothly as possible.

The opportunities I have been given to work in your school thus far have been rewarding. I hope to have further opportunities in the future. If you believe I would be a good fit for this particular position and/or have further questions about my qualifications, please do not hesitate to call me. Thank you for your time.

Sincerely,



Janeen M. Klinkenborg

# JANEEN M. KLINKENBORG

## OBJECTIVE

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To support and work closely with teachers, administrators and other team members in adapting learning environments for students with special needs.

## WORK EXPERIENCE

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January 2009-Present

*Substitute Paraprofessional*

- Fill in and assume responsibilities for Paraprofessionals as needed in areas of math, reading, and special education (primary-high school)

August 2007-Present

Becker, MN

*Homemaker, Foster-Mom, Adoptive Mom*

- Managing schedules for a family with changing needs & make-up, nurturing and helping children in the healing process, maintaining awareness and sensitivity to mental health issues and the emotional adjustment difficulties of being placed outside of one's own home
- Personal experience working with children who have educational IEPs, Attention Deficit Hyperactivity Disorder, Oppositional Defiance Disorder, Reactive Attachment Disorder, Post Traumatic Stress Disorder, anxiety, hyper-vigilance, depression, self-harming behaviors and drug addiction
- Participating in ongoing training in a variety of areas ranging from early life issues such as SIDS and Shaken Baby to older child issues such as Helping Teens Transition to adulthood

October 1996-August 2007

AT&T

*Teleconference Specialist*

- Trainer: trained and supported employees on office responsibilities, developed and updated course materials, assisted training manager
- Recording coordinator: supervised numerous individuals, scheduled people and equipment, communicated with outside vendors
- Conference Call Coordinator: Worked personally with high-level executives facilitating large volume proprietary conference calls

May 1995-October 1996

*Substitute Teacher*

- Adapted to needs and requests within a variety of school districts, private schools and early childhood programs on a daily basis

18119 62ND ST • BECKER, MN 55308  
PHONE HOME: 763-262-2492 CELL: 763-257-9837 • E-MAIL JANEENJON@AOL.COM

## EDUCATION

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1991-1995 Northwestern College Roseville, MN

*Elementary Education, grades 1-6, B.S.*

Kindergarten Endorsement, Bible Minor

- Dean's List, GPA 3.3, Graduated with Honors, Member of "Who's Who Among Students in American Colleges and Universities" – 1995
- Elementary Education Club Co-Facilitator, 1994-1995  
Developed foundation and purpose for new group, planned activities

## RELATED VOLUNTEER EXPERIENCES

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Vacation Bible School Director (June 2010)

- Coordinated and oversaw entire program, organized people and schedule, planned assembly times for large group time

Youth Group Staff (September 2009-present)

- Lead and assist with Bible lessons for students weekly, develop relationships, attend youth trips and outings

## AWARDS RECEIVED

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AT&T Leading Legend 2000 : employees rewarded with a company sponsored trip for exemplary work and dedication to customers

AT&T Local Legend 1999: employees noticed for going above & beyond

## INTERESTS

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Reading, Writing, Music, Drama, Horses, Volleyball, Camping