

**Huron School District
New Hire Justification**

Date: February 24, 2020

Applicant Information

Applicant Name: Gayle Hofer

Address: 1665 Kansas SE, Huron, SD

Phone: 605-352-2345

Education: Huron College

Experience: Administrative Assistant, Bethesda Church; bookkeeper, Corborn's and Don Hofer Construction

References: Ella Decker, Laurie Hamm, Don Hofer

Reason for New Hire

New Position: The transportation department is in need of a substitute dispatcher to fill in when the full time dispatcher has to be used to drive a bus route or has requested time off.

Replacement:

Position Information

Department: Transportation

Position: Substitute dispatcher

Supervisor: Kathie Bostrom

Responsibilities: Fill in for full time dispatcher whenever the full time dispatcher is driving a bus route or has requested time off.

Hours: 5:30 – 8:00 am and/or 2:30 – 5:30 pm depending on need.

Hiring Information

Wages: \$17.18/hr.

Classification: Class 4

Wage Justification: 2019-2020 Substitute Classified Wages

Start Date: February 14, 2020 (Training started on this date.)

Requested by: Kathie Bostrom

February 20, 2020

Carol Tompkins
Huron School District Nutrition Office
1045 18th St. SW
Huron, SD 57350

This letter will serve as my intent to resign my employment at the Huron School Nutrition Department, effective June 2, 2020.

I would be interested in serving as a substitute at the Huron High School as needed.

Sincerely,


Becky Casper