



SOUTHERN LEHIGH SCHOOL DISTRICT
5775 Main Street, Center Valley, PA 18034

EMPLOYEE RECOMMENDATION FORM

DATE: March 18, 2011

NAME: Mrs. Susan Huber
ADDRESS:

ACADEMIC BACKGROUND: Bucks County Community College
Associate Degree - Medical Secretarial / Secretarial

PREVIOUS EXPERIENCE: Southern Lehigh School District
Substitute Instructional Assistant 2009-2011

Safeguard Business Systems
Assistant to the Corporate Controller - 10 years
Work included Human Resource activities,
secretarial, and budgeting.

INTERVIEWED BY: Mary Farris, Sean McGinty

RECOMMENDED FOR: 1:1 Instructional Assistant (7 Hour)

SALARY: \$15.89 per hour

JUSTIFICATION OF ACTION:
Mrs. Huber will replace Miss Emily Powers who resigned as a 1:1 Instructional Assistant.

ANTICIPATED START DATE: March 29, 2011