

WEST DES MOINES COMMUNITY SCHOOL DISTRICT SUBSTITUTE ASSISTANT INFORMATION 2023-24

**Substitute Caller 633-5120
(6:00 am – 2:30 pm)**

- **You can access Absence Management** by phone, toll-free 1-800-942-3767 or on-line at <https://app.frontlineeducation.com>. Either connection allows you to review current assignments, screen available jobs, cancel a job, or review personal information.
- **If you need to cancel an assignment, you *must* cancel the job in Absence Management at least 3 hours before the start of the job.** If there is not a cancel button or it is less than 3 hours before the start of the job, call 633-5120 or email (armstrongj@wdmcs.org). If the SubCaller doesn't answer please leave a message. **DO NOT** call the school and/or leave a message on the secretary's phone.
- If school is canceled. It is your responsibility to check the weather hotline at 633-5555 or the local television stations for school delays or closure. You may also sign up for Alerts on kcci.com to get the notifications.
- Cell phones should be turned off during the school day. However, if you are at lunch or in a situation where the students are not under your supervision, you can use your cell phone as appropriate.
- If you do not work within a year of being added to our sub list, your file will be inactivated.

SALARY & BENEFITS

Teacher Assistant, Study Hall Supervisor, Health Assistant, Noon hour Supervisor, Media or Math Assistant	\$14.85 hour
Level 1 or Level 2 Special Ed Assistant	\$16.85 hour
Level 3 Special Ed Assistant, Preschool Assistant, General Secretary	\$17.10 hour
Interpreter	\$40.60 hour

You must complete the federal and state withholding tax forms within three days of your first assignment. After completing the online payroll forms, please bring your 2 forms of identification to Human Resources. Direct deposit is required for all employees. Pay dates and the dates for the range are listed below.

CHECK DATE	FOR DATES WORKED
9/20/23	8/16 – 8/31
10/5/23	9/1 – 9/15
10/20/23	9/16 – 9/30
11/3/23	10/1 – 10/15
11/20/23	10/16 – 10/31
12/5/23	11/1 – 11/15
12/20/23	11/16 – 11/30

CHECK DATE	FOR DATES
1/5/24	12/1 – 12/15
1/19/24	12/16 – 12/31
2/5/24	1/1 – 1/15
2/20/24	1/16 – 1/31
3/5/24	2/1 – 2/15
3/20/24	2/16 – 2/28

CHECK DATE	FOR DATES
4/5/24	3/1 – 3/15
4/19/24	3/16 – 3/31
5/3/24	4/1 – 4/15
5/20/24	4/16 – 4/30
6/5/24	5/1 – 5/15
6/20/24	5/16 – 5/31

WITHHOLDINGS FROM PAY

Per the law, federal and state taxes and the substitute's social security payments are withheld from each paycheck. After a substitute earns \$1,000 dollars for two consecutive quarters, the Iowa Public Employees Retirement System (IPERS) also withholds 6.29% as the substitute's share of IPERS from each paycheck for 2023 and 2024. You can apply for a refund if you discontinue working for the West Des Moines Community School District and do not work for another IPERS employer.

2023-24 WDMCS CALENDAR

Collaboration Schedule: All schools will dismiss 45 minutes early every Wednesday beginning Aug. 23.

- Aug. 23 School begins for K-12
- Sept. 4 Labor Day—No School
- Oct. 9 Professional Development—No School
- Oct. 27 No school for Crestview
- Nov. 6 Professional Development—No School (Crestview has school)
- Nov. 22-24 Thanksgiving Holiday—No School
- Dec. 22-Jan. 2 Winter Break
- Jan. 3 Professional Development Day—No School
- Jan. 4 Classes Resume
- Jan. 12 Professional Development Day—No School
- Jan 15 Martin Luther King Jr. Day—No School for students and staff
- Feb. 16 Professional Development Day—No School
- Feb. 19 Professional Development Day—No School (Crestview has school)
- Mar. 1 No school for Crestview
- Mar. 8 No School
- Mar. 11-15 Spring Break
- Apr. 26 Professional Development Day—No School
- May 27 Memorial Day — No School
- May 30 *Last Day for Students
- May 31 Teacher Inservice

*Student days missed during the 2023-24 school year will be made up beginning Friday, May 31.

**Calendar may be subject to change

***For building schedules please check the website at www.wdmcs.org.

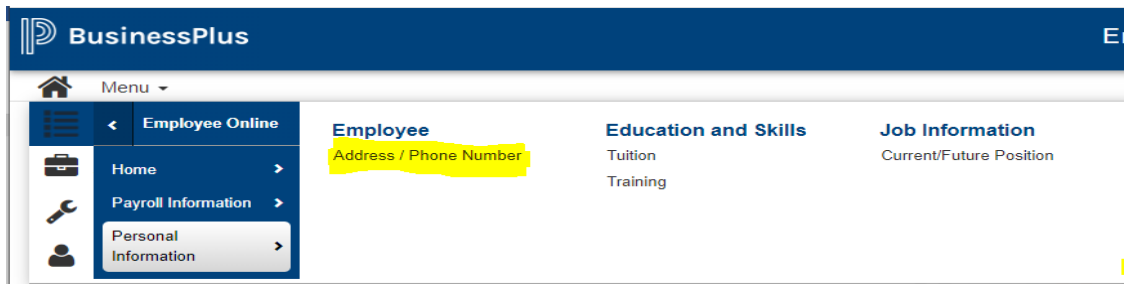
HOW TO ACCESS YOUR ON-LINE CHECK STUB AND MORE

You are able to access your check stub electronically on Employee Online via the WDMCS website. Check stubs will not be mailed to you.

- **From wdmcs.org**, click on “Employee Portal” in the upper right of the screen and sign in using your district email address.
- **Click on Employee Online.**

ADDING EMERGENCY CONTACT INFORMATION

In Employee Online, click on Personal Information. Then click Address/Phone Number under Employee. Select Emergency Contact and complete the information. Click the plus sign for an additional contact. Click the Save button when done.



Welcome to the

West Des Moines Community Schools

Our district is located in suburban communities in the western portion of the Des Moines metropolitan area. Covering 36.6 miles, our district boundaries are generally north of the Warren and Madison County lines, south of Urbandale Avenue, east of the Dallas County lines, and west of 63rd Street.

Building Key

1. Valley High School
& Valley High School
Performing Arts Center
3650 Woodland Ave., WDM
2. Valley Southwoods
Freshman High School
625 S. 35th St., WDM
3. Walnut Creek Campus
(former Clegg Park Elementary)
1020 8th St., WDM
4. Indian Hills Junior High
9401 Indian Hills Drive, Clive
5. Stilwell Junior High
1601 Vine St., WDM
6. Clive Learning Academy
1600 73rd St., Windsor Heights
7. Crestview School of Inquiry
8355 Franklin Ave., Clive
8. Crossroads Park Elementary
1050 50th St., WDM
9. Fairmeadows Elementary
807 23rd St., WDM
10. Hillside Elementary
713 8th St., WDM
11. Jordan Creek Elementary
4105 Fuller Road, WDM
12. Western Hills Elementary
600 39th St., WDM
13. Westridge Elementary
5500 EP True Pkwy., WDM
14. Learning Resource Center
3550 Mills Civic Pkwy., WDM
15. Operations Center/
Transportation Center
2102 Delavan Dr., WDM
16. Rex Mathes (houses Teen Center)
1401 Vine St., WDM
17. Valley Stadium
4440 Mills Civic Pkwy., WDM

