



WEST DES MOINES
COMMUNITY SCHOOLS

Innovative Spirit. Inspiring Success.

SUBSTITUTE MANUAL

CERTIFIED AND NURSING STAFF

2024-25

Elementary Schools (Grades PK-6)

Clive Learning Academy
515-633-5800
1600 73rd Street, W. Heights
Shelly Pospeshil, Principal
Dana Allen, Asst Principal
Laura Bengsten, Secretary

Crestview School of Inquiry
515-633-5700
8355 Franklin Avenue, Clive
Jonathan Mendoza, Principal
Donna Lawler, Asst Principal
Ashley Knepper, Secretary

Crossroads Park Elementary
515-633-5600
1050 50th Street, WDM
Trisha Kurtt, Principal
Tyler Denton, Asst Principal
Renee Newman, Secretary

Fairmeadows Elementary
515-633-6500
807 23rd Street, WDM
Brandon Pierce, Principal
Leah Holcomb, Asst Principal
Baylie Bowers Whaley, Secretary

Hillside Elementary
515-633-6200
713 8th Street, WDM
Kelley Harrison, Principal
Jackson Anderson, Asst Principal
Lynn Knudson, Secretary

Jordan Creek Elementary
515-633-5200
4105 Fuller Road, WDM
Annie Orsini, Principal
Jeannette Barnes, Asst Principal
Jennifer Harris, Secretary

Western Hills Elementary
515-633-5900
600 39th Street, WDM
Jenna Pressley, Principal
Erin Willoughby, Asst Principal
Beth Walker, Secretary

Westridge Elementary
515-633-5400
5500 EP True Parkway, WDM
Jody Kerchal, Principal
Tyson Heuton, Asst Principal
Joanna Gilmore, Secretary

Junior High Schools (Grades 7-8)

Indian Hills Junior High
515-633-4700
9401 Indian Hills Drive, Clive
Shane Christensen, Principal
Zac Sinram, Asst Principal
Lori Carter, Secretary
Nathaly Paz Orantes, Secretary

Stilwell Junior High
515-633-6000
16th and Vine Street, WDM
Mitch Kuhnert, Principal
David Perrigo, Asst Principal
Ashleigh Sinclair, Secretary
Michelle Campos, Secretary

Senior High Schools (Grades 9-12)

Valley Southwoods Freshman High School
515-633-4500
625 S. 35th Street, WDM
Mindy Euken, Principal
Haley Hockensmith, Asst Principal
Dalajja Eaves, Secretary
Sabrina Douglass, Secretary

Valley High School
515-633-4000
3650 Woodland Avenue, WDM
David Maxwell, Principal
Brad Rose, Activities Director
Shannon Campbell, Asst Principal
Josh Griffith, Asst Principal
Chris Novak, Asst Principal
Megan Thomsen, Asst Principal
Shelby Chavez Chun, Secretary

Walnut Creek Campus
515-633-6400
1020 8th Street, WDM
Kim Davis, Principal
Jennifer Jensen, Secretary
Lisa Aldiano, Secretary

Workday Hours

Building	Monday, Tuesday, Thursday, Friday	Wednesday
Elementary (except Crestview)	8:15 am to 4:15 pm	7:30 am to 3:30 pm
Crestview Elementary	7:50 am to 3:50 pm	7:50 am to 3:05 pm
Junior High	7:15 am to 3:15 pm	7:15 am to 2:30 pm
Valley Southwoods	7:45 am to 3:45 pm	7:45 am to 3:00 pm
Valley High School	7:45 am to 3:45 pm or 7:15 am to 3:15 pm	7:45 am to 3:00 pm
Walnut Creek	7:30 am to 3:30 pm	7:30 am to 2:45 pm

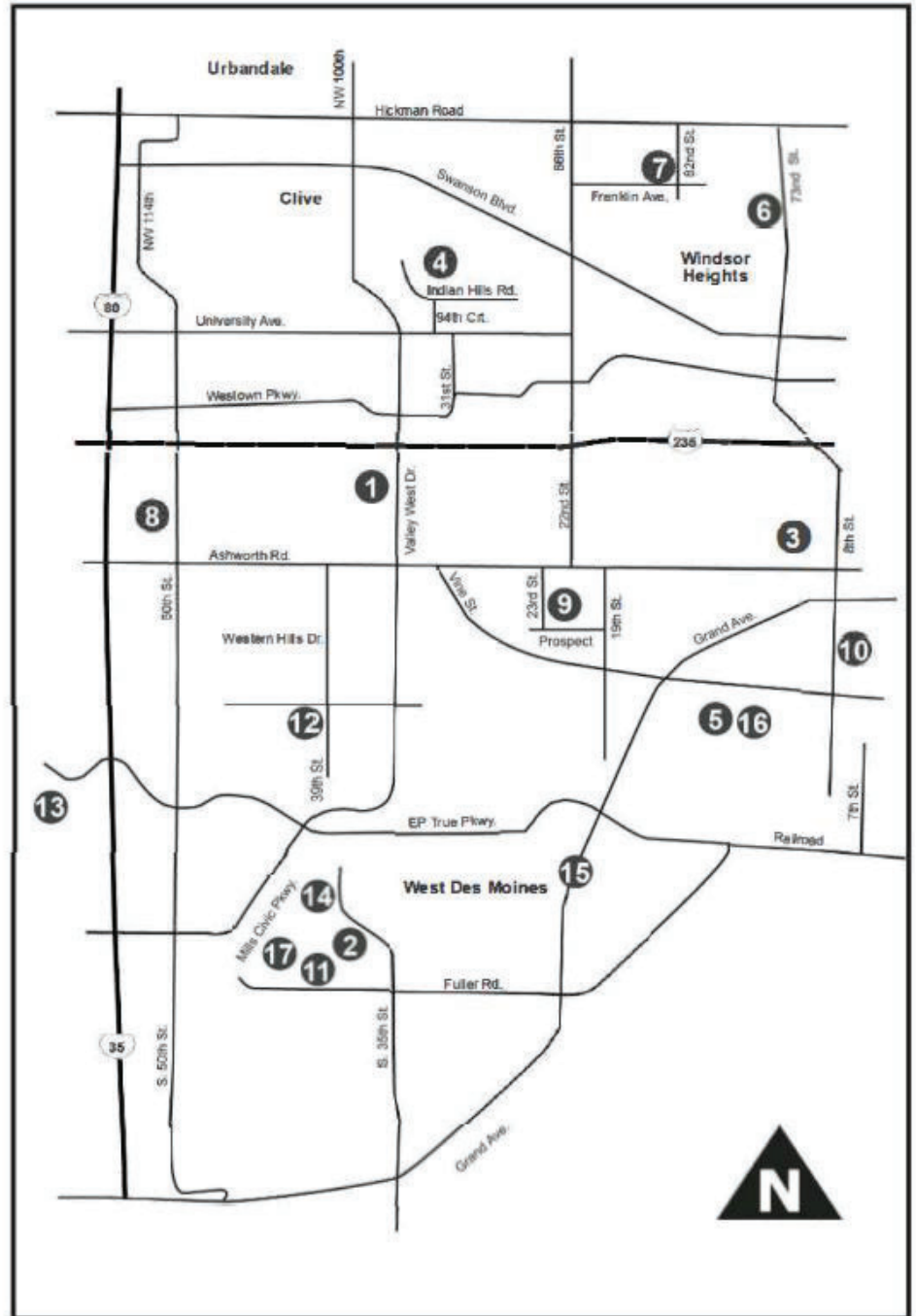
Welcome to the

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 Home School)
1401 Vine St., WDM
17. Valley Stadium
4440 Mills Civic Pkwy., WDM



BECOMING A SUBSTITUTE

To be eligible to substitute in the West Des Moines Community School District, you must have the following documents on file in Human Resources:

1. **A completed substitute application.** The on-line application is available on our [website](#).
2. **A current Iowa teaching license, substitute teaching, substitute authorization or nursing license.** It is your responsibility to obtain and maintain a valid, current license and to file the license with Human Resources.
3. **A certificate of completion for the Mandatory Reporter: Child training and Mandatory Reporter: Dependent Adult training.** These two trainings are available through the Department of Human Services or Heartland AEA at no cost.
4. **A certificate of completion for Right to Know (Hazardous Chemicals in the Workplace training).** Contact Human Resources for more information.
5. **A copy of your official transcripts.**
6. **Completed online background check (we process).**

If you do not serve as a substitute for one year, your Absence Management account will be deactivated. When you are available to substitute again, complete the online application on our website.

SECURING A POSITION

You can access Absence Management by phone (1-800-942-3767) or [Absence Management online](#). You can review current assignments, available jobs, cancel a job, or review personal information.

Substitutes new to the district:

- Once your background check is completed, you will be emailed information on Absence Management.
- You will receive a separate email with electronic payroll forms to be completed.
- Within seven days, you must complete the online payroll forms and bring [two forms of ID](#) to Human Resources.

Returning substitutes:

- Your information will stay the same as the prior year.

Securing a substitute position:

- **Openings:** Access Absence Management System by phone (1-800-942-3767) or [Absence Management online](#).
- **Calls:** Absence Management will begin calling to fill vacancies at 4:20 p.m. and continue until 10:30 p.m. each day. Day-of calls will begin at 5:20 a.m. You may be contacted at other times during the day if there are unexpected building needs.
- **Choice:** You have the option to accept or reject assignments when you are called. If you accept an assignment, ALWAYS wait for the job number before disconnecting or your job acceptance may not be recorded.
- **Canceling:** If you need to cancel an assignment, you must call Human Resources or log into the Absence Management System (1-800-942-3767) or [Absence Management online](#) **at least 3 hours before the start of the job** and follow the appropriate steps to cancel your job. **If you are unable to cancel please call Jackie Armstrong (515-633-5120), not the school.**

SUBSTITUTE DUTIES

Learning Environment & Procedures

Accident/Incident

Injury to a student should be promptly reported to the building principal or secretary for proper medical assistance.

Attendance

Student attendance must be taken daily. At the elementary level (pK-6), attendance is recorded in the morning and in the afternoon. At the secondary level (7-12), attendance must be taken at the beginning of each class period. The attendance procedure for each building will be explained by the school secretary. No student should be excused from class without written permission. The school office should be made aware of any attendance changes that occur during the day.

Any student entering the classroom after the bell will be considered tardy. All tardies should be reported to the secretary.

Classroom Management

Substitutes should make the principal aware of any discipline problems before the situation becomes serious. Students should not be sent out of the classroom without an adult escort.

Positive Behavior Interventions and Supports (PBIS)

PBIS is a team-based, systematic approach in teaching behavioral expectations. It is based on a proactive model that teaches behavior and reinforces / recognizes students who are able to model these behaviors. It also has systems in place to support students who may present with more challenging behaviors.

Health Services – Services of the School Nurse

If a student becomes ill during the day, the student is to ask the teacher for a pass from class and go immediately to the nurse's office. Under no circumstances are students to go home or leave the school grounds without contacting the office or the nurse. If a student is seriously injured or becomes ill, every effort will be made to contact the parents/guardians immediately.

Medication

No medication, including aspirin, should be administered to students by a substitute teacher. When a student requires medication, the student should be referred to the health office so that the proper procedures can be followed.

Restrooms

Because WDMCS adheres to state and federal laws, all visitors and volunteers on school grounds must comply with the State of Iowa's Senate File 482, which states individuals must use the restroom of their assigned gender at birth. All schools have multi-stall, gender-specific, and individual restrooms available.

Learning Experiences & Teaching

Classroom Plans

Follow the classroom teacher's plans as closely as possible. If lesson plans are unavailable, please let the secretary/administrator know immediately. The expectation is that you will make every effort to carry out the plans of the classroom teacher with as little disruption as possible to the students' learning.

Substitute Teacher Folder

The following information may be included with classroom plans, when appropriate.

- Daily lesson plans
- Building emergency information
- Up-to-date seating chart
- Instructional groups
- Supervision schedule (playground, etc.)
- Specials' schedules (elementary)
- Student needs (health, IEPs, etc.)

Homework

Only substitutes who are in an assignment for a week or more may assign homework with the approval of the principal or department chairperson.

Recess (K-6)

Recess is part of the elementary school day, and the students are expected to participate. Do not keep students inside for recess for discipline situations. A written request from parents asking that a child be excused from recess should state the nature of the illness which keeps the child from going out to recess. Although written notes from parents should be honored, the teacher should consult with the principal and/or nurse to make sure that they are aware of the request.

Religious Beliefs

The school will honor all requests that students make for not taking part in a school activity which may be contrary to religious conviction. It is the duty of the school to protect a pupil in this situation from possible taunts and criticism from classmates.

Safe Environment

It is the intent of the West Des Moines Community School District to provide a safe and healthy environment for students, employees and patrons. Safety procedures should be shared by each building. If you encounter something that you think might be a safety concern, it is your responsibility to report it to the principal or building secretary.

Supervisory Duties

The substitute is expected to cover all of the supervisory duties assigned to the absent classroom teacher. These duties may include hallway, playground, lunchroom or bus duty. Supervision of students in unassigned areas is the responsibility of all staff members. Each staff person should be stationed at the classroom door when students are entering or leaving, in the hallway or in the locker area.

Technology Use

WDMCS's philosophy about technology use is driven by the desire to integrate technology into the students' educational experiences. The district will provide an educational climate that encourages the appropriate use of computers and other technologies by students and staff in all instructional areas.

- Teachers will use technology as an integral part of their instruction.
- Students will make use of technology to access, manipulate and communicate information.
- Follow the appropriate handbook on the district website regarding cell phone use.
- Computers should only be used for instructional purposes during the school day.

Before, During and After Subbing

Before the students arrive:

- Familiarize yourself with the building, especially the location of the office, media center, cafeteria, staff workroom, and building exits.
- Check to see what special classes / activities are scheduled for your students.
- Remember that the students are familiar with the established routine of the regular teacher.
- Review the seating plan.
- Introduce yourself to the teachers in the classrooms nearby.

After the students arrive:

- Explain your expectations and the plans for the day.
- Make announcements and go over the schedule with the class as necessary.
- If appropriate, review the teacher's rules with the class. (This should be in the substitute folder).
- Explain any additions or changes that may occur during the day.
- In the elementary, junior high and freshman high school classrooms, you should have a substitute folder. At Valley High School, you will receive specific information from the department chairperson or designee, whose name you will receive from the principal's secretary. At Walnut Creek Campus you will receive the substitute folder from the secretary.

At the end of the day:

- Leave written information concerning the work completed and any unusual situations which have arisen during the absence of the teacher on the teacher's desk. Teachers truly appreciate notes highlighting successful experiences with a class or individual student(s).
- Make sure all materials are stored properly and students have left before you leave the classroom.
- Remember to turn off lights, shut down the computer(s) and close the door.
- Complete the Substitute Survey in Absence Management. Please feel free to discuss any suggestions or concerns with the principal.
- If your assignment ends early, the principal or secretary may ask you to do more after the students leave. Always check with the office secretary before leaving the building for the day.

PROFESSIONAL RESPONSIBILITIES

Board Policies

Please reference the employee handbook and/or [board policies](#) on our website for updated information.

Cell Phone Usage

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.

Dress Code

The leadership of the West Des Moines Education Association (WDMEA) and West Des Moines Educational Support Personnel (WDMESP), in partnership with the district Administrative Leadership Team, values the position that each staff member plays as a role model for our students. The district expectation is to dress professionally, selecting clothing that is appropriate for specific audiences and job responsibilities.

Emergency Procedures

Procedures may differ depending on whether you are at one of the elementary, junior high or high school buildings. An emergency procedures poster is in every classroom and provides detailed instructions for responding to catastrophic events. [Please review this information.](#)

Employee Resources

- **Staff Development** – A variety of professional development/license renewal classes are offered by the district and substitutes can participate if space is available. For information about class offerings in the spring, summer, and fall contact Teaching and Learning Services (633-5064).
- **Employee Assistance Program (EAP)** – Information about the EAP program is found in staff workrooms. The phone number for EAP is 244-6090.

Long Term Substitute (LTS)

Substitutes with appropriate licensure may be considered for an LTS position. The principal is responsible for hiring long term substitutes. The pay for an LTS position is listed in the Salary and Benefits section. If your long-term assignment is for more than one school, the district will pay mileage for travel between the assigned schools. Please fill out the Mileage Reimbursement Form available in the schools.

Nutrition Services

Substitutes are welcome to participate in the district's school breakfast/lunch program. If you are substituting at an elementary building or at Walnut Creek Campus, you should contact the secretary to request lunch at the beginning of the day. If you are at one of the junior high buildings, Valley Southwoods or Valley High School, you are welcome to go through the lunch line.

Personal Illness/Emergency

If you should become ill or have a personal emergency during the time that you are working, contact the secretary or principal so that arrangements can be made to assist you.

Politics

As a public school system, WDMCS respects each individual's beliefs, identities, and affiliations. We expect all staff, stakeholders, and visitors to refrain from using language or gestures that impact the educational learning environment (e.g., expressing political views, not using person-first language, etc.).

Professional Ethics

Confidentiality is extremely important to perform your substitute role successfully. Student situations, personnel matters or district information that you become aware of while substituting in the district should always be handled in a professional manner and kept confidential at all times.

Refreshments

Food or other refreshments should not be consumed in the classroom when students are present.

Reporting Hours Worked / Time Clock+

When you arrive at the building, report directly to the main office. The secretary is your contact person at the building and will direct you to your classroom. Clock into Time Clock+. If you do not yet have a Time Clock+ ID number, please complete a timesheet at the end of the day.

Staff Meetings

Generally, substitutes are not required to attend staff meetings. Long-term substitutes should ask the principal about their expectations for attendance at staff meetings and staff development meetings.

Technology

Like cell phones, computers / internet should only be used for instructional purpose when with students.

Weather

Check the weather hotline at 633-5555, the district website (www.wdmcs.org) or local news stations for school delays or closure.

Workday Hours

Substitutes are to remain at the assigned building site for the full day, eight hours. If the substitute must leave early, special arrangements must be made with the building principal.

Four hours of work constitutes a half-day assignment. If you are requested to work over four hours, it is considered a full day assignment. If you are called to substitute outside the normal calling hours, you are expected to arrive at the school as soon as possible.

SALARY & BENEFITS

Teacher & Nurse Substitute

Daily	\$150/day, \$75/half day
On the 16th day and after (consecutive or intermittent)	\$170/day, \$85/half day
Extended (same assignment) 16 th day, retroactive to 1 st day	\$200/day, \$100 half day

Substitute teachers and nurses are not entitled to and shall not receive a continuing employment contract pursuant to Iowa Code Section 279.15.

Payroll Information

You must complete the federal and state withholding tax forms in the Administrative Services Department at the Learning Resource Center within three days after your first assignment.

- Direct deposit is required for all employees.
- Your time worked will be tracked digitally in TimeClock+. This will serve as your timesheet and will also provide the district the necessary information to ensure compliance with hours worked under the Affordable Care Act.
- Pay dates are approximately two weeks in arrears. Pay dates for time worked are shown in the table below. Substitutes are paid approximately one month behind on the 5th or 20th of each month (If the 5th or 20th were to land on a weekend, the pay date will be on the Friday).

CHECK DATE	FOR DATES WORKED
9/5/24	8/1 – 8/15
9/20/24	8/16 – 8/31
10/4/24	9/1 – 9/15
10/18/24	9/16 – 9/30
11/5/24	10/1 – 10/15
11/20/24	10/16 – 10/31
12/5/24	11/1 – 11/15

CHECK DATE	FOR DATES WORKED
12/20/24	11/16 – 11/30
1/3/25	12/1 – 12/15
1/17/25	12/16 – 12/31
2/5/25	1/1 – 1/15
2/20/25	1/16 – 1/31
3/5/25	2/1 – 2/15

CHECK DATE	FOR DATES WORKED
4/4/25	3/1 – 3/15
4/18/25	3/16 – 3/31
5/5/25	4/1 – 4/15
5/20/25	4/16 – 4/30
6/5/25	5/1 – 5/15
6/20/25	5/16 – 5/31

Withholdings from Pay

Federal and state taxes and social security payments are withheld from each paycheck. After a substitute is paid \$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 2024-2025. 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.

Employee Online

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.**

Benefits

Substitute teachers are covered by the district's liability insurance and by workers' compensation.

For teachers and nurses who substitute more than a full semester in the same assignment, the following fringe benefits will be include:

- 50% of single hospital/major medical
- \$10,000 term life insurance
- 5 paid sick leave days
- 3 paid days leave for death in immediate family
- 3 paid days leave for critical illness in the immediate family or critical business/emergency

When a substitute works and is paid \$1,000 or more in two consecutive quarters, the district will then contribute 9.44% of wages to IPERS.

2024-25 WDMCS CALENDAR

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

- Aug. 23 School begins for K-12 (Kindergarten Early Dismissal)
- Sept. 2 No School
- Oct. 14 Professional Development—No School
- Nov. 1 Professional Development—No School (Junior High Conferences)
- Nov. 4 Professional Development—No School (Elementary Conferences)
- Nov. 27-29 Fall Break—No School
- Dec. 23-Jan. 1 Winter Break
- Jan. 10 Professional Development Day—No School
- Jan 20 Martin Luther King Jr. Day—No School for students and staff
- Feb. 14 Professional Development Day—No School (Elementary Conferences)
- Feb. 17 Professional Development Day—No School (Junior High Conferences)
- Mar. 14-21 Spring Break
- Apr. 18 Professional Development Day—No School
- May 26 No School
- May 30 *Last Day for Students
- June 2 Last Day for Teachers

*Student days missed during the 2024-25 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.



**3550 Mills Civic Parkway | West Des Moines, IA
50265 515-633-5000 | www.wdmcs.org**

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator Dr. Dau Jok, Executive Director of Diversity, Equity, and Inclusion, 3550 Mills Civic Parkway, West Des Moines, IA 50265; Phone: 515-633-5040; E-mail jokd@wdmcs.org (Adherence to bona fide occupational/ educational qualifications will not be interpreted as discriminatory.)