

# WEST DES MOINES COMMUNITY SCHOOL DISTRICT SUBSTITUTE ASSISTANT INFORMATION 2021-22

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

- **You can access Aesop** by phone, toll-free 1-800-942-3767 or on-line at <http://www.aesoponline.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 Aesop 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](mailto: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](http://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	\$13.15 hour
General Secretary	\$14.30 hour
Level 1 or Level 2 Special Ed Assistant	\$13.60 hour
Level 3 Special Ed Assistant, Preschool Assistant	\$14.30 hour
Interpreter	\$30.00 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
9/20/21	8/16 – 8/31
10/5/21	9/1 – 9/15
10/20/21	9/16 – 9/30
11/5/21	10/1 – 10/15
11/19/21	10/16 – 10/31
12/3/21	11/1 – 11/15
12/20/21	11/16 – 11/30
1/5/22	12/1 – 12/15
1/20/22	12/16 – 12/31
2/4/22	1/1 – 1/15

CHECK DATE	FOR DATES
2/18/22	1/16 – 1/31
3/4/22	2/1 – 2/15
3/18/22	2/16 – 2/28
4/5/22	3/1 – 3/15
4/20/22	3/16 – 3/31
5/5/22	4/1 – 4/15
5/20/22	4/16 – 4/30
6/3/22	5/1 – 5/15
6/20/22	5/16 – 6/2+

### **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 2021 and 2022. 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.

### **2021-2022 Calendar-At-A-Glance**

Aug. 25 School begins for K-12  
Sept. 6 Labor Day—No School  
Oct. 11 Professional Development—No School  
Nov. 24-26 Thanksgiving Holiday—No School  
Dec. 23-31 Winter Break  
Jan. 3 Professional Development Day—No School  
Jan. 4 Classes Resume  
Jan. 17 Professional Development Day—No School  
Feb. 18 Professional Development Day—No School  
March 11 No School  
March 14-18 Spring Break  
March 21 Classes Resume  
April 29 Professional Development Day—No School  
May 30 Memorial Day — No School  
June 2 \*Last Day for Students—three-hour early dismissal

\*Student days missed during the 2021-22 school year will be made up beginning Friday, June 3. Collaboration Schedule: All schools will dismiss 45 minutes early every Wednesday beginning Aug. 25.

\*\*Calendar may be subject to change

\*\*\*For building schedules please check the website at [www.wdmcs.org](http://www.wdmcs.org).

### **HOW TO ACCESS YOUR ON-LINE CHECK STUB AND MORE**

You are able to view your check stub electronically on Employee Online. Check stubs will not be mailed to you. Access the link on the Staff Tab of the district website ([www.wdmcs.org](http://www.wdmcs.org)).

User Name: is your 300xxxx number. You need to replace the 3 with an E. Human Resources will email this to you after you fill out payroll forms. It is also the number you will use to clock in and out of the time clock.

Password: Last four digits of your social security number

If you have questions about your pay, please call Starr Himes at 633-5077.

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

