

Guest Educator Updates

February 2024



Attention Important Information Below - ASSOCIATES & CLERICAL ONLY

Under the 2023 new legislative changes, there have been updates as to who is required to complete CHILD AND ADULT Mandatory Reporter Training and obtain certificates of completion. Any school employee who is 18 or older **and** who “attends” to children as part of their employment responsibilities is now considered a mandatory reporter. **THIS INCLUDES ASSOCIATE AND CLERICAL SUBSTITUTES.**

- Mandatory Reporter Training Requirements • Every individual required to report suspected abuse as defined in Iowa Code 232.69(1) and Iowa Code 235B.3(2) **must complete 4 hours of mandatory reporter training within the next 60 days.** This includes two hours of child and two hours of adult mandatory reporting.
- Upon completion, please email **BOTH** certifications (not the transcripts) to Nikki Clearwater at Nikki.clearwater@dmschools.org. You will be paid one half day pay when you submit both certificates.
- These mandatory reporting courses are FREE to take on the DHS website (linked below)
- Every individual must create their own account with a valid email address to receive a certificate in their name here: <https://lsglm700.learnsoft.com/lsglm/login/iowalogindhs.aspx>
- For more information, visit our FAQ at: <https://dhs.iowa.gov/child-welfare/mandatoryreporter> or email: mandatoryreporter@dhs.state.ia.us

- [You can complete this course at home on your own computer / smart phone or in person if you need assistance on February 13th 7:30AM-11:30AM at 1000 Porter Ave](#) If you would like to come in person, please [RSVP HERE](#)

CLICK HERE TO RSVP FOR THE MANDATORY REPORTING WORK SESSION ON FEB 13th

CLICK HERE TO VISIT THE DHS WEBSITE



Mandatory Reporter Help Guide updated November 20 2023 New Curriculum (1).pdf

Download
792.4 KB

You're Invited! Upcoming Professional Development

These meetings are open to all guest educators: Teacher, Nurse, Associate, & Sign Language Interpreter. All GEs in attendance will receive half day PD pay. This year attending all 5 PD opportunities, or the next 4 sessions and completing one makeup activity, can result in 1 teacher renewal credit (or course participation resume builder for non-teachers) through a collaboration with Heartland AEA.



Location: 1000 Porter Ave Kurtz Building Cafeteria

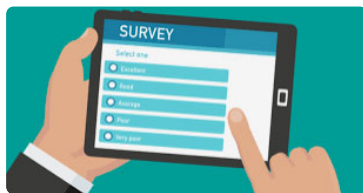
Pay: Half day pay for attending

Dates and details below:

- [February 13th 12-3 PM Classroom Management](#)
- April 26th 12-3 PM TBD
- 1 PD makeup activity for teacher renewal credit - **more info coming soon.**

CLASSROOM MANAGEMENT

PLEASE CLICK HERE TO RSVP FOR
THE CLASSROOM MANAGEMENT PD-
FEBRUARY 13TH



Substitute Survey Coming Soon!

In February we will launch a Guest Educator Survey. This is a daily survey intended to gather data on what we are doing well and what we should work to improve. More information coming soon!



Guest Educator Spotlight!

Kaitlyn Williams is a Roosevelt graduate who now joins us daily as a substitute in our building. She brings a student-centered approach to her daily interactions, pitches in wherever a need arises, and has woven herself into the fabric of our school. We are beyond blessed to have her as a member of our team of educator.

Building GE (guest educator) Details

Building GEs are part of the building staff they have committed to. They receive \$180.00 a day and attend work Monday - Friday unless unavailable. That means they can attend all professional development and teacher workdays as well. If there is not a teacher absent, they will need to contact their backup location. If neither building has an absent teacher for them to sub for, the Office Manager (or building point person) will create a vacancy to ensure

A flyer for Des Moines Public Schools Building Substitute. It features a green pencil and a yellow pencil at the top. The text reads: 'Des Moines Public Schools Building Substitute. Are you typically available 5 days a week? Would you like the ability to go to a consistent building daily? Are you currently holding a valid teaching license or substitute authorization? If you answered yes to the questions above, then consider becoming a building sub!! \$180.00 Daily, Paid PD Opportunities, Benefits Available when you Meet the Hours Worked Requirement. If you would like to become a building substitute, contact the building you are interested in or email substitutecenter@dmrschools.org 515-242-8100'.

they are paid correctly. When they do not have a teacher to sub for they will be asked to support the building in other ways. The BGEs (building guest educator) can cover for an associate, assist the librarian or cover for added planning time. On these days, they would still work a full day. If you are interested in becoming a building sub, please email Casey at casey.brown@dmschools.org

Building Guest Educator (BGE) Opportunities

Park Ave
Willard
Brody
Weeks
Oak Park
Merrill
Moulton

Looking For Long Term Guest Educators!

Current and Upcoming Long-Term Positions. If you would like to earn more monthly, these long-term jobs are incentivized with an extra \$30.00 daily! \$130.00 for LT associate jobs \$180.00 for LT teacher Jobs. If interested in picking up any of these positions, please contact the building and arrange a job shadow day or email substitutecenter@dmschools.org.

Building	Type Of Vacancy	Subject / Course / Position	Expected Start Date	Expected End Date
LOVEJOY	Associate Absence	Sped Associate	01/18/24	02/29/24
LOVEJOY	Associate Absence	Special Education Associate	01/18/24	03/08/24
HANAWALT	Associate Vacancy	Special Education Associate	08/25/23	03/15/24
LOVEJOY	Associate Vacancy	Special Education Associate	09/06/23	03/15/24
RIVERWOODS	Associate Vacancy	Special Ed Associate	11/01/23	05/29/24
CALLANAN MS	Associate Vacancy	Special Education Associate	11/13/23	03/15/24
PERKINS	Associate Vacancy	SPED	12/13/23	03/15/24
CATTELL	Associate Vacancy	Sped Assoc.	01/02/24	03/08/24
PERKINS	Associate Vacancy	Assdociate	01/02/24	03/15/24
CATTELL	Associate Vacancy	SPED Associate	01/04/24	03/08/24
WOODLAWN	Associate Vacancy	Associate	01/09/24	01/31/24
HARDING MS	Associate Vacancy	SPED	01/10/24	03/15/24
MC KINLEY	Associate Vacancy	Special Ed associate	01/18/24	01/31/24
Focus HS	Associate Vacancy	SPED	01/19/24	02/29/24
HOYT MS	Associate Vacancy	SPED	01/29/24	03/15/24
MC KINLEY	Teacher Absence	1st Grade Classroom Teacher	12/18/23	03/22/24
LOVEJOY	Teacher Absence	kindergarten	01/02/24	01/31/24
HARDING MS	Teacher Absence	band	01/02/24	01/31/24
RIVERWOODS	Teacher Absence	Special Ed Teacher	01/16/24	02/23/24
options	Teacher Absence	science	01/18/24	01/31/24
HARDING MS	Teacher Absence	Vocal Music	02/12/24	04/15/24
RUBY VAN METER	Teacher Absence	SPED Associate - Elementary	02/12/24	03/08/24
MOORE	Teacher Absence	3rd Grade	02/14/24	05/08/24
WEEKS MS	Teacher Absence	7th Grade Math	02/14/24	05/09/24
PARK AVENUE	Teacher Absence	First Grade	02/16/24	03/01/24
CALLANAN MS	Teacher Absence	Business Technology 6-8	03/04/24	06/05/24
KING	Teacher Absence	1st grade teacher	03/04/24	05/13/24
PARK AVENUE	Teacher Absence	First Grade	03/15/24	05/06/24
STOWE	Teacher Absence	Special Education	03/19/24	05/31/24
MERRILL MS	Teacher Absence	7th/8th Social Studies	03/28/24	05/09/24
MOORE	Teacher Absence	Special Education Teacher	04/08/24	06/03/24
MEREDITH MS	Teacher Absence	Health	04/22/24	05/31/24
GOODRELL MS	Teacher Absence	Reading Intervention	11/27/23	02/26/24
MITCHELL	Teacher Absence	Early Childhood Special Education	01/29/24	05/24/24
CALLANAN MS	Teacher Vacancy	Math Intervention	08/16/23	03/15/24
HIATT MS	Teacher Vacancy	Health	08/17/23	03/15/24
STUDEBAKER	Teacher Vacancy	Interventionist	11/01/23	03/15/24
PARK AVENUE	Teacher Vacancy	Strat 1 Resource	01/08/24	05/31/24
Focus	Teacher Vacancy	Behavior Disorders	01/18/24	03/15/24
BRODY MS	Teacher Vacancy	Band/Orchestra	01/18/24	06/03/24
Focus	Teacher Vacancy	Special Education	01/23/24	03/15/24
EDMUNDS	Teacher Vacancy	Interventionist	01/29/24	05/31/24

Building Highlights



Greenwood

Welcome to Greenwood, home of the Woodchucks! We pride ourselves in creating a collaborative community of staff and students, honoring student voice, building positive relationships, and working together to solve problems. Greenwood is located on 37th and Grand and home to over 300 preschool to fifth grade students. We would love to welcome you to our building and collaborate in the support and learning of our students!


Roosevelt

Roosevelt is a school committed to Excellence through Unity, Equity, and Integrity. We love our guest educators and believe they are critical partners to achieving our vision. Thank you to those who have already given time to our school. We look forward to meeting new guest educators!




Check your Check!


After Logging into Frontline, Click the "History" Button on the Left Side of the Screen



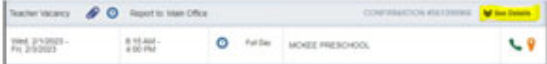
Next, Select The Custom Tab And Enter The First / Last Day in That Pay Period
(1st - 15th) or (16th - end of Month)



This Brings Up a Report of What Will Be Submitted to Payroll. Check this Once a Week for Accuracy. This Report Will Now Include After Hours Conference Time and Professional Development / Inservice Days.



For Multi Day Assignments Click "SEE DETAILS" to View All Related Dates



Find The Binder- GE Sign Out Process

New this year, we require all Guest Educators to sign in the red binder. The Office Manager or building point person will write on the cover what time the sheets will be available (this time may vary by building). Each day before leaving ensure you have signed the Frontline signature page after you verify accuracy. This page is directly printed from Frontline and will show all of the information from the job you are attached to. If we have payroll errors, we will require the building send the signed document to us for verification before submitting it to payroll. If you do not sign, we cannot guarantee pay.



Substitute Authorization Reimbursement

To Qualify for a Substitute Authorization Reimbursement, a person interested must be a Sub Associates with 60 or more college credits. Once they complete the Sub Authorization course and their certification posts with the BOEE they will be required to work 30 full days in teacher positions

in order to receive reimbursement. We will mark these people in Frontline and monitor a spreadsheet on pay cycles in order to keep track of those that qualify.

Substitute Authorization - Heartland AEA

How do I Obtain a Substitute Authorization? Substitute Authorization Requirements A substitute authorization may be issued by the Iowa Board of Educational Examiners to an individual who: Has successfully completed the course, Substitute Authorization Course (see Step 1 below) Has ...

🔗 heartlandaea.org

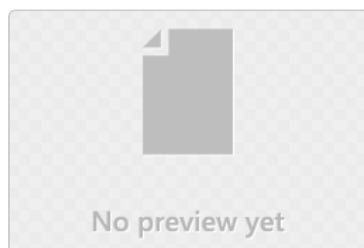
<https://dmeps-juiceboxinteract.netdna-ssl.com/wp-content/uploads/2022/04/2022-23-DMPS-Calendar.pdf>

🔗 dmeps-juiceboxinteract.netdna-ssl.com

BusinessPLUS Login Page

Welcome to Employee Online! This edition applies to Release 22.4.1.0 of the PowerSchool Group LLC software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products.

🔗 dmp-eo.businessplus.powerschool.com



Substitute Center - Des Moines Public Schools

Here at Des Moines Public Schools we have upwards of 500 Substitute Teachers and Associates. They are an integral part of this district and the education of our students.

🔗 dmschools.org

Guest Education Center

Email: substiutecenter@dmschools.org

Website: jobs.dmschools.org

Location: [2100 Fleur Drive, Des Moines, IA, USA](#)

Phone: [515-242-8100](tel:515-242-8100)



Casey Brown

Casey is using Smore to create beautiful newsletters