



ADM Community Schools

Travis Wilkins, Executive Director of Teaching, Learning, and Communication | 215 North 11th Street Adel, IA 50003 | Phone: (515) 993-4283

ADM Families,

The ADM Community School District, like many places in Iowa and around the country, is in extreme need of workers to fill a large number of job openings throughout the district.

Over the past month, ADM has worked diligently to operate our schools efficiently while experiencing a shortage of bus drivers, associates, custodians, and other positions. However, without employees to fill multiple open positions, our schools simply cannot function to the standard we expect, or to the standard expected by families, students, and the community. **ADM currently has 28 unfilled positions throughout the district.**

We are asking families to help in the following four ways:

- **Spread The Word:** Please spread the word about current openings and opportunities to work at ADM. Review the information below for more information about openings. The following documents are updated regularly with listings of open positions: [ADM Classified Vacancy Posting](#) | [ADM Certified Vacancy Posting](#)
- **Volunteer or Apply:** Consider volunteering or applying to meet needs in the district. Building principals have been and are willing to get very creative in filling open associate positions. Can you work 2 hours a day? Can you volunteer to provide recess supervision a few days each week? Please reach out to building principals if you are able to work or volunteer.
- **Become a Coach or Sponsor:** Consider becoming a coach or a sponsor. The ADM Activities department is looking for coaches and sponsors to fill several open positions.
- **Please Continue To Be Patient:** We are aware that some operations within our school system are not functioning at the levels of efficiency that families have come to expect. We are actively seeking solutions. Thank you for your patience.

Current Open Positions and Descriptions:



Associates: ADM currently has 14 openings for associates with positions available in all buildings. Pay ranges from \$13.39 to \$16.19 per hour depending on experience. Contact each building principal to inquire about open positions.

- Adel Elementary: 515-993-4285
- Meadow View Elementary: 515-478-1321
- DeSoto Intermediate: 515-834-2424
- ADM Middle School: 515-993-3490
- ADM High School: 515-993-4584



Drivers: ADM is looking for bus drivers and substitute bus drivers. Pay starts at \$22.94 per hour. Drivers require a Class B Commercial Driver's License with endorsements in Passenger, Air Brakes, and School Bus. ADM will help train bus drivers for the completion of the Commercial Driver's License Certification. Contact ADM Transportation Director Richard Beechum at 515-993-5321 or richard.beechum@admschools.org for more information.



Custodians: ADM currently has 2 openings for night custodians and is in need of substitute custodians. Can you work a few hours each night? Can you only work certain days each week? ADM is willing to be flexible and creative to meet current needs. Pay ranges from \$15.61 to \$21.01 per hour depending on experience. Contact ADM Director of Buildings and Grounds, Lucas Asche at 515-993-4283 ext. 7015 or lucas.asche@admschools.org.



Substitute Food Service Workers: ADM is in need of substitute food service workers. Pay for substitute workers starts at \$12.13 per hour depending on experience. Contact ADM School Nutrition Director, Jason Brand at 515-993-3431 or jason.brand@admschools.org to learn more about becoming a substitute food service worker.



Coaches and Sponsors: ADM currently has 10 openings for coaches or sponsors. Consider becoming a coach or a sponsor for a rewarding and fulfilling experience making a difference in the lives of ADM students. Pay is dependent on the position. Contact ADM Activities Director Rod Wiebers at 515-993-4819 or rod.wiebers@admschools.org.

Sincerely,
Travis Wilkins
Executive Director of Teaching, Learning, and Communication

