

## Checklist for Hiring Teaching Staff Including Substitute Teachers Child Protection Focus

This check list should be used for both classroom teaching staff you are hiring for your school and any substitute teachers not hired from the DCS Substitute List.

- Post the open positions with the Department of Catholic Schools.
- Access the approved applications from the Dept. of Catholic Schools and select the files you wish to review further.
- Set up an interview with each person you wish to consider for the position.
- Check references (Even if the person is from another school in the Archdiocese).
- For applicants licensed in Oregon, review the [Discipline list](#) at Oregon Teacher Standards and Practices Commission. For teachers with credentials from another state, check the discipline records of that state's licensing agency. \*

Once you have offered the job to an applicant and the person has accepted the position the following steps must be taken.

- Criminal Background check completed\*. This is in addition to the fingerprinting for their licensure. If not Oregon licensed, fingerprints will need to be completed. Contact Dina at [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org) for more information on the process.
- Disclosure Form(s) sent to last 3 education employers. Volunteer work and student teaching do not count as working for an "education employer".\*
- Give new hire copies of the Archdiocesan Child Protection policy and Archdiocesan Code of Conduct and the *Meaning of Child Abuse and Sexual Misconduct*\* handout.
- Complete Called to Protect Training.\*
- Read and agree to the Archdiocesan Standards of Conduct policy online in Armatus.

\*this step also required by **ORS 339.374-400**

Substitutes you hire from the list maintained by the Department of Catholic Schools will have completed the criminal background check, the Disclosure Form(s), attended the Called to Protect training and been given copies of all policies before being added to the Substitute list. The teachers have provided a copy of the Oregon license to DCS.