August 17, 2022

UPDATE: Substitute teachers and safe environment compliance

Good afternoon all,

This communication is specific to substitute teachers in schools.

The Office of Child and Youth Protection (OCYP) has confirmed with the Catholic Schools Office (CSO) that there will no longer be an "approved elementary substitute teacher list." Related to this, the CSO will not be tracking safe environment compliance for any substitute teachers. OCYP is working with VIRTUS to end the roles on users' accounts that reflected that they were on the former "approved elementary substitute teacher list."

Going forward, the school that hires a substitute teacher will be that substitute's primary location in VIRTUS and is responsible to ensure the substitute is compliant with diocesan safe environment compliance requirements prior to beginning his/her position. If a substitute teaches at more than one school, the additional school is added to that substitute teacher's VIRTUS account as a secondary location with the substitute teacher roles (please see below).

As a reminder, a substitute teacher's roles in VIRTUS should reflect the following Primary and Secondary Roles:
Primary Role = Employee (Parish/Parochial)
  Location = School #1 that hired the substitute teacher
Secondary Role = Employee: Substitute teacher
  Location = School #1 that hired the substitute teacher

If a substitute teaches at more than one school, please have the user (or request that OCYP) add the same Primary and Secondary Roles as listed above and the location of the additional school where he/she is subbing:
Primary Role = Employee (Parish/Parochial)
  Location = School #2 that hired the substitute teacher
Secondary Role - Employee: Substitute teacher
  Location = School #2 that hired the substitute teacher

Thank you everyone for your continued work on safe environment compliance! Please do not hesitate to contact us as SafeEnvironment@dioceseofjoliet.org with any questions.

Peace,

Leah Heffernan
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