



XAVIER HIGH SCHOOL



Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.

Xavier High School is looking for an Assistant Dean of Students for the 2022-2023 academic year. The Assistant Dean of Students reports directly to the Dean and assists in all duties necessary to maintain the good order of the school. These duties include supervision and management of attendance, student discipline, extracurricular activities, and other duties as assigned. The Assistant Dean collaborates with the other Assistant Dean to form effective working partnerships with faculty and parents to monitor the academic, social and emotional needs of all students. He/she is responsible for promoting the healthy growth and well-being of each individual student and assists in handling breaches of academic integrity and behavioral concerns.

The Assistant Dean of Students supports 'the well being of each student in order to develop and maintain an inclusive and loving school community.' (Standard 13.6: *Our Way of Proceeding*) He/she contributes to a culture of accountability and equity 'by clearly communicating, fairly administering and contributing to holistic student formation.' (Standard 13.4: *Our Way of Proceeding*) In order to do this work effectively, the Assistant Dean of Students must 'respect the dignity of Xavier High School's students, employees, parents, and other members of the community' (Standard 13.1: *Our Way of Proceeding*).

Responsibilities

- Encourages a climate of organization and order that promotes personal growth and learning;
- Assists the Dean of Students in the development of guidelines, regulations, and programs to facilitate growth and responsibility among the student body;
- Directs the student observance of such guidelines, regulations, and programs, assigning detention (JUG) and other correction to students when necessary;
- Helps maintain communication with parents, teachers, counselors, and administrators in matters pertaining to student discipline, personal growth, and good order;
- Assists in the supervision of students in detention, the cafeteria, and all other areas of the school campus;
- Maintains records regarding attendance, absences; refers extraordinary situations to the attention of the Dean of Students;
- Assists the Dean of Students in the supervision of school activities associated with health, safety, and good order – such as fire safety procedures and evacuation drills;

- Provides assistance to the Dean of Students, the School Nurse, and the Guidance Department as may be needed in case of accident or sickness.
- Contributes to the daily life of the school by coaching a sport, teaching a class, or moderating a club or activity

Interested candidates should submit a cover letter, resume, and three references (who will only be contacted with the express permission of the candidate) in a single PDF file to Mr. Michael Fiore, Dean of Students via email (Fiorem@xavierhs.org)