

A.M.D.G.
Xavier College Preparatory High School

Dean of Students

The Dean of Students is responsible for attendance, discipline, and helping to create a school culture characterized by respect and excellence. The Dean of Students collaborates with the students, parents, faculty and staff of Xavier College Preparatory to ensure a safe and orderly school environment.

Qualifications

- Minimum of B.S. degree; M.A., M.S., or M.Ed. preferred or a combination of an unrelated bachelor's degree and appropriate professional experience.
- Minimum of three years in school leadership or comparable experience required.

Duties

- Help develop and implement discipline code and maintain an atmosphere which demonstrates cura personalis.
- Manages supervision program for all teachers.
- Oversees the new teacher orientation program.
- Serves on the School Leadership Team.
- Assign prefecting duties to faculty for supervision of students on campus before and after school, at break, during lunch as well as co-curricular activities.
- Responsible for oversight and maintenance of discipline records for students.
- Ensure that accurate daily attendance is taken and recorded as well as notify parents regarding student absences.
- Communicate with students, parents/guardians about behavioral issues including but not limited to excessive student absences, tardiness, and other areas of concern.
- Make decisions in conjunction with other administrators regarding the general safety of students and the efficient and orderly use of the school facilities.
- Coordinate the school bell system and make changes when necessary.
- Be present and/or coordinate supervision at school functions such as athletic competitions and dances.
- Coordinate locker assignments for students.
- Coordinate faculty duties for Orientation days, Baccalaureate and Graduation events, and other appropriate beginning and end-of-year tasks.
- Coordinate student parking on campus.
- Implement the Drug Testing Program for students, faculty, and staff.

The ideal candidate will meet the following minimum requirements for any position at Xavier College Prep:

- Serve as a guide with and for students on their formation journey in a Jesuit high school.
- Demonstrate respect and professionalism at all times, in keeping with the school's mission and Jesuit identity.
- Effectively relate to students and build positive relationships.
- Display excellent communication skills.
- Demonstrate the willingness and ability to listen, developing mutual trust with students, parents and colleagues.
- Demonstrate the willingness to work with a diverse student body.

About Xavier and how to apply:

Xavier College Preparatory is a Roman Catholic high school that actively seeks, educates, and nurtures young men and women from a wide variety of ethnic, socioeconomic, and religious backgrounds in the Coachella Valley. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, Jesuit education is committed to the development of the whole person through a challenging educational experience, spiritual and religious formation, and co-curricular involvement. Supporting the role of parents as primary educators, our entire school program is dedicated to developing conscientious leaders and agents of change who are intellectually competent, open to growth, committed to justice, religious, loving and compassionate in service to others for the greater glory of God.

Interested applicants should submit a resume and cover letter to Marcie Quagliani at mquagliani@xavierprep.org

