

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.

The Assistant to the Dean of Students reports directly to the Dean of Students and assists in all duties necessary to maintain the good order of the school. These duties include supervision and management of attendance and records in the Dean of Students' office and other duties as assigned. The purpose of this position is to support the Dean of Students' office in their mission to form young men.

Main responsibilities include:

- Maintains records regarding attendance; communicates consistently with parents in a timely manner; refers extraordinary situations to the attention of the Dean of Students
- Communicates with the School Nurse, members of the Headmaster's Office, and the Security team promptly
- Communicates with teachers, counselors, and administrators in matters of student attendance to all relevant parties
- Communicates expectations with adolescents, holds them accountable, and uses opportunities to teach adolescents how to take responsibility
- Assigns lockers and combination locks to students
- Prints and distributes student identification cards
- Collects data from JUG to apprise the Dean of Students' office
- Updates the Student Handbook at the discretion of the Dean of Students

The ideal candidate will:

- Be organized, reliable, and punctual
- Be a strong communicator, both interpersonally and in writing
- Be able to remain calm in the face of a lively, dynamic environment
- Be able to effectively communicate expectations and hold adolescents accountable

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- Be proficient or open to learning both Microsoft Office and Google Suite

The Assistant to the Dean of Students is a ten-month position that follows the students' holiday schedule. The work schedule is Monday-Friday from 7:20 a.m. - 3:30 p.m. Salary is between \$50,000-\$55,000 depending on prior experience. The anticipated start date is August 15. 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).