

Jesuit High School

***Designated Prefect***

*The position of Designated Prefect is available for the Spring Semester of the 2014-15 school year.*

## **Job Description**

1. Check in at the Main Office by 7:50 a.m. for perfecting assignments. Remain available on campus during the school day (7:50 a.m. – 3:00 p.m.) for scheduled and unexpected perfecting assignments.
2. During perfecting periods, take roll and follow all instructions left by the absent teacher (e.g. collect homework, give class work, administer a quiz or test, assign homework).
3. Closely monitor student behavior during the class period to maintain appropriate classroom discipline and assure that students are completing their assigned work. Ensure that students are quiet and working on the given assignment during the entire period.
4. Enforce the policies of the Student-Parent Handbook and other policies of the school, both inside and outside of the classroom.
5. Perform campus supervision duties as assigned by the Dean of Students.
6. Participate in faculty meetings and in services, faculty retreats, school-wide liturgies, and other events expected of faculty and staff.

### **Application Process:**

Candidates should submit a completed application to Beth Tegge, the Director of Human Resources. Applications can be found at [www.jesuithighschool.org](http://www.jesuithighschool.org) under “**About Us**”—click on the “**Employment Opportunities**” link.

**Application Deadline: Friday, January 30, 2015.**