



**Position: Designated Prefect**

**Department: Dean's Office**

**Reporting Relationship: This position reports to the Dean of Students**

**FLSA Status: Hourly**

**Revised: December 11, 2017**

### **Statement of Mission**

Jesuit High School of Sacramento is a Roman Catholic college preparatory dedicated to forming competent young men into conscientious leaders in compassionate service to others for the greater glory of God.

*The position of Designated Prefect is available for the Spring Semester of the 2017-18 school year.*

### **Position Duties and Responsibilities:**

1. Check in at the Main Office by 8:00 a.m. for prefectoring assignments.
2. During prefectoring 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. Designated Prefect job applications may be found at [www.jesuithighschool.org/job](http://www.jesuithighschool.org/job).

**Application Deadline: Friday, December 15, 2017.**