

Position: Designated Prefect

Department: Dean's Office

Reporting Relationship: This position reports to the Dean of Students

FLSA Status: Hourly

Revised: November 8, 2018

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 2018-19 school year.

Position Duties and Responsibilities:

1. Check assigned mailbox by 9:45 a.m. for prefecting assignments; monitor employee email throughout the day for additional assignments that may arise. Position hours are 9:45 am - 6:00 pm
2. During prefecting 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 if not otherwise needed for supervision elsewhere on campus.

Application Process:

Candidates should submit a completed application and resume to Fadia Desmond at fadia.desmond@jesuithighschool.org. Designated Prefect job applications may be found at www.jesuithighschool.org/job.

Application Deadline: November 16, 2018