



DIRECTOR OF STUDENT LIFE

West Catholic Preparatory High School
4501 Chestnut Street
Philadelphia, PA 19139

Overview of High School

Celebrating its 102nd year, West Catholic Preparatory High School (“West Prep”) has enjoyed a rich history and a century-plus of educating the community spiritually, academically and through extra-curricular programs, improving the lives of students and families in the surrounding community. The challenging academic curriculum, competitive athletics program and engaging activities complement each other to foster courage, character and leadership.

WEST CATHOLIC PREPARATORY HIGH SCHOOL MISSION STATEMENT

West Catholic Preparatory High School is a Catholic community of academic excellence in an urban environment that is open to an interdenominational population. The school’s rigorous spiritual, academic, technological, and co-curricular programs develop our ethnically and religiously diverse student body into young men and women of strong moral and ethical character. West Catholic prepares each student to face the challenges of everyday life in an ever-changing global society.

WEST CATHOLIC PREPARATORY HIGH SCHOOL BELIEF STATEMENT

At West Catholic Preparatory Catholic High, we believe our education...

- Inspires a life-long commitment to service, especially to those in need
- Is grounded in the Catholic message of gospel values;
- Is a ministry that participates in God’s saving work;
- Develops each person’s full potential-spiritually, intellectually, socially and physical;
- Inspires a life-long commitment to service, especially to those in need;
- Promotes learning in a collaborative effort between home and school;
- Fosters mutual respect among students, teachers, administrators, and all members of the school community;
- Should be made available to all students regardless of ethnicity, religious affiliation or socio-economic status;
- Encourages respect for and an understanding of our multicultural family.

The Director of Student Life is appointed by the Office of Catholic Education upon the recommendation of the school’s Principal and in consultation with the school’s President.



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PREPARING STUDENTS FOR LIFE

4501 CHESTNUT STREET
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INFO@WESTCATHOLIC.ORG
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The Director of Student Life is directly responsible to the Principal and oversees all student activities and athletics. Duties may vary according to the needs of the local school.

Interested candidates are invited to submit a resume with a cover letter expressing interest in the position and, reflecting on the vision and mission of the school and considering the duties and responsibilities of the position, how your experience, either personal or professional, would contribute to West Catholic Preparatory High School's inclusive and diversity community.

Duties and Responsibilities (Essential Duties)

- Cooperate with the Principal and President in integrating the Catholic Faith and culture into the school's entire program.
- Provides personal and visible leadership to all members of the learning community and seeks continuous school improvement in a student-centric environment.
- Work in an advisory and cooperative capacity with other members of the administration and the school minister.
- Determine, in consultation with the Principal and President, policies and guidelines for student activities and athletics.
- Appoint, in consultation with the Principal, the activity moderators and supervise their performance.
- Appoint, in consultation with the President, the athletics coaches and supervise their performance.
- Register and schedule all school athletic events, activities, assemblies, and use of auditorium/gymnasium and athletic fields.
- Collect registration information for all clubs and activities.
- Cooperate with the Business Manager regarding the collection of funds in conjunction with the Director of Institutional Advancement.
- Oversee and direct all student fund-raising drives.
- Administer the expenditure of funds for student activities.
- Coordinate all school dances and proms.
- Coordinate all school productions, programs, tickets, publicity.
- Arrange for photographs for selected school events.
- Order and distribute school rings.
- Arrange baccalaureate and graduation exercises.
- Prepare and distribute homeroom materials, daily announcements, and yearly/monthly calendars.
- Coordinate with the assistance of the faculty moderator, various school organizations -- National Honor Society and Student Council.
- Particular to this 12-month position is the expectation that the DSAA will coordinate summer enrichment programs, camps, etc. for students from both the high school and K-8 schools.
- Coordinate the athletic programs in collaboration with President, Principal, staff and coaches to ascertain cooperation and needs to insure consistency of compliance, quality, and performance of the Athletic Department.
- Supervise all athletic staff including shared responsibility for hiring, discipline or firing decisions and full responsibility for training, mentoring and evaluating coaches and athletic staff.



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- Oversee the coordination and completion of all athletic programs' scheduling (games, transportation, officials, etc.)
- Oversee that all coaching staff/volunteers in the athletic program have the required approved clearances on file in the President's office prior to any student involvement.
- Develop and manage departmental, team, and special event budgets in compliance with all budget, cash handling and management policies.
- Provide administrative direction and oversight for all athletic programs and activities.
- Obtain certificates of insurance for all off-site locations and practice sites in coordination with the Principal. The gym, weight room, locker rooms, showers, playing fields and practice equipment must be inspected for safety and overall condition and must be collected and properly stored at the conclusion of the sport as well as all team uniforms.
- Prepare all fields, courts, and venues prior to season.
- Organize and maintain all athletic storage. All equipment, helmets, etc., must be reconditioned, sanitized and inspected.
- Inventory of the athletic equipment, jerseys, practice and training aides, etc., must be maintained.
- Secure and file paperwork for equipment lease requests involving the athletic department in coordination with the President.
- Verify sport physical expiration dates with the school nurse is a priority, as no athlete can participate without a current physical on file and verification and coordination of the baseline concussion testing.
- Ensure that the proper participation and emergency forms are on file with the coach of every team for every player in case of emergency.
- School website must be updated or information provided to appropriate department for all athletic activities. (Such as, but not limited to: try outs, training and practice sessions, opening day for each sport.) Game date changes must be updated on the school calendar.
- Coordinate with coaching staff to schedule all athletic departure times, transportation, bus supervision and trip sheets.
- Establish and maintain standards of dress code and conduct for team travel and training, and practice rules for all athletes.
- Schedule athletic trainers and officials for games.
- Review and verify each staff member's CPR/First Aid certifications and concussion certificate.
- Schedule coaches' meetings to ensure school, Philadelphia Catholic League (PCL) and PIAA rules and policies are enforced consistently throughout the school athletic activities; address changes in individual sport rules; review field and gym scheduling, etc.
- Monitor and maintain responsibility for the school to be in compliance with all Sport Equity and Title-9 laws.
- Coordinate the PIAA, PCL and school required Pre-Season Parent-Athlete-Coach Meeting to discuss the school academic-athletic policy, rule changes in the sport, parent and student expectations, fan behavior, etc.
- Maintain information about every player, including date of birth, sport, level of play, year they entered high school, jersey number and position on the court/field.
- Arrange for the "support staff": in-house staff members that work the score clock, track the book, charge admission, collect tickets, and act as security at the games. (For bigger games and night games, notify local police department for traffic control, if needed.)
- Supervise high school athletic contests and act as the host to officials and visiting schools.



- Attend and evaluate coaches during game and practice conditions.

Preferred Qualifications and Experience

- Masters Degree in Education or Education related field.
- Two years of successful teaching or coaching experience.
- Strong oral and written communication skills.
- Ability to work productively and positively with staff, parents, and community.
- Strong motivational skills.
- Ability to promote an environment which, fosters high expectations for students, staff, and self.
- Ability to monitor student progress and promote student achievement for all students.
- Successful participation in staff and curriculum development activities.
- Previous administrative experience.
- Applicants to be practicing Catholics as verified by the pastor of the parish in which they are registered.

Candidates interested in the position of Director of Student Life should submit their cover letter, resume, and transcripts to:

Mr. James Molnar, HR Director for Secondary Schools at the Office of Catholic Education, Archdiocese of Philadelphia, 222 North Seventeenth Street, Philadelphia, Pa. 19103 or

jmolnar@archphila.org.

Please note DSL-WC- 2019 in subject line.

The deadline for application is June 14, 2019

Interviews will be granted to the most qualified applicants.

PA required clearances and Safe Environment Certification and official transcripts will be required before employment can begin.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by



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the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.