



## **Position: Dean of Student Affairs**

### **About Archbishop Riordan High School**

Archbishop Riordan High School is an urban Catholic high school for boys, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. Archbishop Riordan prepares young men of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. Archbishop Riordan fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Archbishop Riordan High School would like to announce an opening for a new position: Dean of Student Affairs. Interested applicants should have at least five years' experience in Catholic high school education and must hold a master's degree. Administrative and coaching experience is preferred. The Dean of Student Affairs will be responsible for overseeing the Athletic Department as well as student activities.

### Description of Duties:

- Supports the Archbishop Riordan community, specifically in the areas of athletics and co-curricular activities.
- Serves as a member of the Administrative Leadership Team.
- Supervises the Student Activities Chair and the Athletics Associate.
- Assists in the hiring, professional development, observation, and evaluation of all co-curricular personnel.
- Coordinates with the Athletics Associate, the Activities Chair, and the Campus Minister regarding the scheduling of events.
- Oversees the development and communication of the ARHS master calendar.
- Collaborates with the Athletics Associate and the Activities Chair to create and monitor the co-curricular budgets.
- Liaises with the Parent Board Moderator to solicit parent support as needed for community activities and events.
- Collaborates in the planning and execution of special community events such as Graduation, the Baccalaureate Mass, Back to School Night, and student orientation programs.

- Evaluates and approves (or denies) requests for all co-curricular student travel proposals from faculty and staff.
- Collaborates with the Director of Facilities for all gym and field rentals from outside groups.
- Facilitates orientation programs for all new off-campus coaches and moderators.
- Performs other duties as assigned by the Principal.

### **Requirements**

- Master's degree
- Administrative and coaching experience preferred
- Understanding and support of the mission and values of Archbishop Riordan High

### **Compensation**

Salary will be based on experience.

### **To apply, please email your Cover Letter and Resume to:**

Mr. Tim Reardon  
Principal  
treardon@riordanhs.org

Please indicate "Dean of Student Affairs" in the email subject line. You may also contact Mr. Reardon directly if you have any questions about the position. Applications will be accepted until April 25.