The headmaster/headmistress is responsible for all aspects of the academic program and student life at Xavier. He/she works in close collaboration with the dean of faculty, dean of academics, dean of students and dean of studies in all matters affecting student life. In addition to supervising the deans, the headmaster/headmistress also exercises direct oversight of admissions, athletics, campus ministry, college placement and guidance, and supervises the directors of admissions, athletics, campus ministry, college placement and guidance. In all aspects of the work, the headmaster/headmistress is expected to witness to the principles of Jesuit education and Ignatian pedagogy while living an active life of faith. The headmaster/headmistress works in partnership with the president on all strategic matters affecting the life of the school. The headmaster/headmistress is appointed by the president and reports directly to the president.

Responsibilities include:

1. Working closely with the president, ensure the Jesuit identity and Ignatian character of Xavier High School. Promote the mission with zeal. Ensure the development and promotion of programs for students to deepen their experience of God through prayer, worship, service and reflection; form faculty in Ignatian spirituality, Ignatian pedagogy and the history and traditions of the Society of Jesus; share the rich Jesuit and Ignatian patrimony with parents and other constituents as appropriate.
2. Oversee the academic program. Recruit, appoint, assign, supervise, support and evaluate faculty; determine sections; oversee professional development; ensure pedagogical methods are optimal for student growth and development; appoint department chairs and convene the academic council; oversee the curriculum, approve course offerings, add and drop classes as necessary; promote cooperation between departments, and develop opportunities for interdisciplinary learning.
3. Set and promulgate the school calendar.
4. Oversee the co-curricular program ensuring a rich and diverse offering for students in athletics, the arts, forensics, writing, publications and other areas of student interest. Appoint coaches and moderators. Ensure that all co-curricular offerings advance the mission of Xavier and the goals of Jesuit education. Actively support activities by regular attendance at games, competitions, performances and the like. Actively encourage faculty support of the co-curricular program. Participate in the governance, and be available for leadership, of the Catholic High School Athletic Association (CHSAA) and the Catholic High School Football League (CHSFL.)
5. Oversee the work of the guidance department to promote the health and wellness of all students and the entire community.
6. Oversee and advance the work of the Community Life and Inclusion Council.
7. Oversee the work of the college placement department ensuring that all students are well supported for success in the college admissions process and in their undergraduate studies.
8. Admit students to Xavier High School; monitor and support their progress; certify students for graduation. Dismiss students as necessary for academic, developmental and disciplinary reasons.
9. Communicate clearly to all constituents the mission, policies and procedures of Xavier High School; edit and publish the student and faculty/staff handbooks each year; enforce the rules, regulations and policies contained within the handbooks.
10. Maintain appropriate relationships with the Archdiocese of New York and surrounding dioceses, the Jesuit Schools Network (JSN), the New York State Association of Independent Schools (NYSAIS), the State of New York, the City of New York, local boards of education and educational authorities, the Middle States Association of Colleges and Schools (MSA), the College Board and the USA East Province of the Society of Jesus. Actively participate in province and JSN programming; take appropriate leadership roles. File appropriate reports in a timely fashion.
11. Coordinate the NYSAIS/MSA accreditation process; coordinate the province sponsorship review process.
12. Oversee the Ignatian Educator Awards program; select honorees, organize and preside at the program.
13. Participate in the annual and long-range budget processes; oversee budgets and approve expenses for all direct reports and areas of authority; exercise good and active stewardship of all resources.
14. Serve as a member of the school life committee of the Board of Trustees; participate in other board committee meetings as requested by the president; prepare the written quarterly headmaster/headmistress’s report to the board; attend board meetings and dinners.
15. Serve as an ambassador for the school at all times regularly engaging parents, students and other constituencies.
16. Preside at graduation and assemblies. Draft *Bene Merenti* and other faculty and staff citations.
17. Engage in ongoing professional development related to educational leadership, management, Jesuit identity and mission. Make a regular personal retreat.
18. Other duties as assigned.