



**ST. JOHN'S
NORTHWESTERN
ACADEMIES**

Job Title: Prefect Academy Director
Department: Student Life Department
Position reports to: Dean of Student Life
FLSA Status (Exempt/Non-Exempt): Exempt
Full-time/Part-time: Full-time

Position Summary:

This is a full-time position charged with assisting the Dean of Student Life with the overall conduct and welfare of the student body with special attention to the overall performance of all advisors. This position is the head of the Prefect Academy (PA) in the Student Life Department and is charged with the morale, welfare, and discipline within the PA. The Resident Advisors (RAs) report directly to the PA Director. The PA Director works with Head of Innovation & Design and the Junior Reserve Officer Training Corps (JROTC) Department. The PA Director reports directly to the Dean of Student Life. Daily duties include, but are not limited to, the following:

RESPONSIBILITIES:

Essential Duties:

- Maintains standards of conduct through professional and personal lifestyle that reflects on the image of the academies
- Maintains professional uniform appearance standards that support and reflect the high standards upon which the academies are established
- Functions within a value system that is the role model for students to emulate
- Remains loyal to the academy leadership and the goals of the academies
- Develops a relationship with the student parents/guardians that foster confidence in the institution
- Communicates with parents/guardians informing them of student progress, whether positive or negative
- Maintains records of contact documenting contact with parents/guardians and ensures that the RAs do the same
- Maintains a working file on each Advisor
- Maintains written counseling records
- Prepares written reports, documentation, and records relative to student proficiency, conduct, and welfare
- Identifies/reports maintenance issues through established procedures
- Performs daily, nightly, and weekend supervision of the members of the student body entrusted to his/her care for specific actions



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- Performs all planning, coordinating, and organizing of academies operational activities outside the scope of the Athletic and Academic Departments
- Reports daily activity directly to the Dean of Student Life
- Assists with scheduling, counseling, and mentoring Advisors
- Enforces student rules and regulations
- Identifies and reports maintenance and security issues via chain of command

Non-Essential Duties:

- Supports Summer Camp activities
- Supports the operational plan of the Academies
- Works to retain students from year to year in support of the academy's enrollment efforts
- Supports recruiting efforts
- Maintains a working relationship with the faculty to guarantee a joint effort in each student's academic progress
- Supports the academies spiritual health programs
- Maintains a positive relationship with all staff agencies

Supervisory Duties:

- Trains student leadership and Advisors in the proper performance of duties
- Advises all students on issues of discipline, morale, values, and success
- Counsels each advisor in his/her charge to assist them through student life issues
- Maintains positive morale and discipline within the student body
- Takes appropriate disciplinary action to maintain the good order and efficiency of the Student Body in accordance with academy policy and procedures and Student regulations
- Fosters an environment within the PA that is positive and supportive, nurturing each student's growth, discouraging the use of profanity and other types of threatening language
- Supervises room inspections to avoid the introduction of contraband into the academy and promotion of a drug free environment
- Supervises health and welfare issues on a regular basis to uncover or prevent issues of abuse
- Assists Student Life in maintaining the Drug and Alcohol Prevention program, this is an expectation of ALL personnel in the Student Life Department
- Plans, coordinates, and executes resident life activities



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- Evaluates the relative health and wellbeing of each student in the student body and takes appropriate action to correct deficiencies in student health and wellbeing
- Monitors student academic progress and takes appropriate action to correct deficiencies
- Enforces student appearance standards
- Promotes advisor involvement with student's participation in social, recreational, and religious activities
- Supervises the schedule of medications given to each student
- Maintains an accountability of each student assigned to the student body
- Ensure advisors maintain the barracks and their individual rooms to a high standard of appearance

QUALIFICATION REQUIREMENTS

Knowledge/Skills/Abilities:

- Ability to comply with the above listed Essential Duties and Responsibilities
- Possesses effective oral and written communication skills
- Possesses effective administrative skills
- Ability to demonstrate by example the associated leadership and military leadership traits expected of the Students
- Education/Experience:
- Must have at least a Master's Degree or equivalent Professional Military Education
- Must be at least 21 years of age
- Must be able to work a flexible schedule and follow detailed procedures • Evenings and weekends required
- Must be able to work collegially and independent of intensive supervision

Interested applicants should email their resume to:

careers@sjnacademies.org