



St. John's Northwestern Academies
Job Description
July 20, 2021

Job Title: Resident Faculty Officer
Department: Resident Life Department
Position reports to: Dean of Student Life
FLSA Status (Exempt/Non-Exempt): Exempt
Full-time/Part-time: Per Diem

Position Summary: This position is a Per Diem position charged with the day-to-day oversight and supervision of one students and cadets (grades 6-12) or equivalent and its barracks.

RESPONSIBILITIES

Essential Duties:

- Ensures all required actions of the company are completed in a timely and accurate manner.
- Counsels, advises, and disciplines cadets as needed.
- Communicates with parents, faculty, and staff to ensure competent development of cadets charged to his/her care
- Performs daily, nightly, and weekend supervision of his/her company and other cadets entrusted to his/her care for specific actions.
- Maintains standards of conduct through professional and personal lifestyle that reflects on the image of the academy.
- Maintains professional uniform appearance standards that support and reflect the high standards this academy is established upon.
- Functions within a value system that is the role model for cadets to emulate.
- Responsible for the character development of their company of cadets.
- Remains loyal to the academy leadership and the goals of the academy.
- Develops a relationship with the cadet parents/guardians that fosters confidence in the institution.
- Communicates with parents/guardians informing them of cadet progress, whether positive or negative.
- Maintains records of contact documenting contact with parents/guardians.
- Trains cadet leadership in the proper performance of duties.
- Advises all cadets on issues of discipline, morale, values, and success.



- Counsels each cadet in his/her charge to assist them through cadet life issues.
- Maintains positive morale and discipline within his/her company of cadets.
- Takes appropriate disciplinary action to maintain the good order and efficiency of the Corps of Cadets in accordance with academy policy and procedures and cadet regulations.
- Fosters an environment within the company that is positive and supportive, nurturing each cadet's growth, discouraging the use of profanity and other types of threatening language.
- Inspects cadet rooms and possessions to avoid the introduction of contraband into the academy and promotion of a drug free environment.
- Inspects and reports health and welfare issues on a regular basis to uncover or prevent issues of abuse.
- Plans, coordinates, and executes cadet life activities.
- Evaluates the relative health and well being of each cadet in the company and takes appropriate action to correct deficiencies in cadet health and well being.
- Monitors cadet academic progress and takes appropriate action to correct deficiencies.
- Enforces military appearance standards.
- Promotes cadet participation in social, recreational, and religious activities.
- Monitors the schedule of medications given to each cadet.
- Maintains an accountability of each cadet assigned to the company.
- Ensure cadets maintain the barracks and their individual rooms to a high standard of appearance.

Non-Essential Duties:

- Supports the operational plan of the Academy.
- Works to retain cadets 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 academy's spiritual health programs.
- Maintains a positive relationship with all staff agencies.
- Maintains a working file on each cadet.
- Maintains written counseling records.
- Prepares written reports, documentation, and records relative to cadet proficiency, conduct, and welfare.
- Identifies/reports maintenance issues through established procedures.
- Prepares written quarterly performance evaluations on each cadet.

**Supervisory Duties:**

- This position is a full-time position charged with the day-to-day oversight and supervision of one cadet company (grades 7-12) or equivalent and its barracks.

QUALIFICATION REQUIREMENTS**Knowledge/Skills/Abilities:**

- Must either have honorable service in the Armed Forces of the United States or have comparable experience in leadership and mentoring.

Education/Experience:

- RFO's must either have 60 college credits and/or Professional Military Education (PME) experience

Certificates, Licenses, Registrations:

- N/A