



**ST. JOHN'S
NORTHWESTERN
ACADEMIES**

Job Title: Resident Faculty Officer (RFO)

Department: Resident Life Department

Position reports to: Dean of Student Life through the Military Academy Director

FLSA Status (Exempt/Non-Exempt): Exempt

Full-time/Part-time: Full-time

Prepared Date: December 1, 2021

Position Summary: RFO's are responsible for the day-to-day watch and supervision of students (grades 7-12) and the residence hall of assignment.

RESPONSIBILITIES

Essential Duties:

- Ensures all required actions of the students are completed in a timely and accurate manner
- Counsels, advises, and disciplines students as needed
- Communicates with parents, faculty, and staff to ensure competent development of students charged to his/her care
- Performs daily, nightly, and weekend supervision of his/her residence hall and students entrusted to his/her care for specific actions
- 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 that our academies are established upon
- Functions within a value system that is the role model for students to emulate
- Responsible for the character development of the students in his/her charge
- Remains loyal to the academy's leadership and the goals of the academies
- Develops a relationship with the student parents/guardians that fosters 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
- Trains student leadership in the proper performance of duties
- Advises all students on issues of discipline, morale, values, and success
- Counsels each student in his/her charge to assist them through student life issues
- Maintains positive morale and discipline with students in his/her charge
- Takes appropriate disciplinary action to maintain the good order and efficiency of the student body in accordance with academies policies and procedures and SJNA regulations



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- Fosters an environment within the company that is positive and supportive, nurturing each student's growth, discouraging the use of profanity and other types of threatening language
- Inspects student rooms and possessions to avoid the introduction of contraband into the academies and promotes 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 student life activities
- Evaluates the relative health and well-being of each student in his/her charge and takes appropriate action to correct deficiencies in student health and well-being
- Monitors student academic progress and takes appropriate action to correct deficiencies
- Enforces SJNA appearance standards
- Promotes student participation in social, recreational, and religious activities
- Monitors the schedule of medications given to each student
- Maintains an accountability of each student assigned to the resident hall
- Ensures that students maintain the resident halls and their individual rooms to a high standard of appearance

Non-Essential Duties:

- 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 academy's spiritual health programs
- Maintains a positive relationship with all staff agencies
- Maintains a working file on each student
- Maintains written counseling records
- Prepares written reports, documentation, and records relative to student proficiency, conduct, and welfare
- Identifies/reports maintenance issues through established procedures
- Prepares written quarterly performance evaluations on each student



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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

Interested applicants should email their resume to:

careers@sjnacademies.org