

## **Job Description- Academy Support Team (AST) Member**

### **Description:**

A primary goal of the academies is to develop strong connections between the skills and content students learn in school and its application in the “real world.” **The role of an AST member is to serve as an ambassador and resource to connect community with teachers and students and to serve as a positive advocate for the academies in the community.**

### **Responsibilities:**

**Provide Curriculum Guidance-** Share with staff the skills, tools, and knowledge needed to succeed in your career so teachers can incorporate these needs into their instruction.

**Facilitate In- & Out-of-School Experiences-** For example: host teachers and students on a visit to your organization to learn about the purpose of your work and the various capital/human resource needs required for your operations.

**Support Equitable Resource Allocation-** Work with teachers to evaluate their teaching resources (equipment, materials, facilities, guest speakers, etc.) to ensure all students and teachers have consistent support from the district and the community.

**Identify and Communicate Academy Needs and Successes-** For example: share the need for improved internet service through the Academy Coach and AST Liaison with building/district administration; share the news of a student finding an internship directly related to the student’s career goals.

**Support Parent Involvement-** For example: Meet with parents to incorporate their vision for their children’s education and design opportunities for parents to learn more about the opportunities available in each academy.

**Recruit Community Members-** Share the opportunity to advance the teaching and learning which occurs in our schools by inviting your colleagues and other career experts you know to join the ASTs and serve as guest speakers, mentors, etc.

**Develop Project Ideas-** Sharing projects which you encounter in your work so teachers can provide students with similar experiences within their courses. For example: providing a car for restoration which can be used to connect a student’s language arts, math, social studies, and science with their automotive courses.

**Monitor Student Performance and Design Solutions-** For example: support the development of a student club to expose students to the challenges and rewards of owning a business in order to increase enrollment in a business course.

### **Work Conditions:**

Monthly, bi-monthly, or quarterly, hour-long, meetings are held at each school, which are led by a community chair and the school’s Academy Coach with fellow community members, school staff, parents, and students. The teams follow an agenda, provide recommendations, make decisions, identify team members to continue progress on projects, and build the essence of each academy. Some members meet separately with school staff, as well as continuing communications through emails and phone calls. Members choose which of the public high schools they would like to serve and within which

academy they would like to offer support.

**Commitment:**

Academy Support Team members attend one meeting monthly/bi-monthly/quarterly (as defined by the AST) during the school year for a minimum of one year.

**Examples of membership activities:**

Assist in planning, recruiting, and or participating in:

- Mock interviews at the school
- Classroom Shark Tank Project
- Weekly or monthly tutor/mentor sessions
- Career Exploration Week
- Site Visits for teachers or students

***\*\*\*AST commitment and activities vary upon school and academy. Please contact Katy Haun at [katy@alignmentrockford.com](mailto:katy@alignmentrockford.com) or 779-774-4389 x11 for details specific to your preferred AST***