ADT Prep Guide
Emerging Academies

The first step in building an academy is recruiting individuals with a shared vision to form the **Academy Design Team (ADT).** The ADT is a multi-disciplinary team representing the school community, combining their expertise and perspective to collaboratively develop an academy design plan. The primary objective is to establish a career academy that aligns local programming goals with NAF's design before the academy launch.

Recommended Members and Functions:

- Recruit ADT members to design and build the academy using NAF's approach.
- Define essential strategic actions required to complete the admissions program.
- Create the vision and mission for the academy.
- Lead academy development for launch year.

Core ADT Members	
Team Members	**Expertise & Contributions**
Academy Lead (non-administration)	Academy program coordination and leadership, advocacy, and overall management of implementing NAF's design
School Administrator	School leadership, advocacy, resources, master scheduling, and community support
Counselor	Student recruitment, supports and interventions, scheduling, and social-emotional and academic advisement
Career-Pathway Educators	Career-pathway expertise and integration through authentic project experiences and work-based learning strategies
Core-Content Educators (one per core subject)	Core-content expertise and integration through authentic project experiences and work-based learning strategies
Academy Students	Student needs, program impact, and recruitment
Work-Based Learning Coordinator	Business/community liaison, work-based learning program, and internships
College/Career Coordinator	Postsecondary education liaison and coordinating college/career activities
Support ADT Members	
Team Members	**Expertise & Contributions**
Business Partners	Career-pathway expertise, advisory board member, and resources
Community Partner	Awareness of workforce needs and local community resources
Postsecondary Education Partner	Postsecondary academic expectations, career-pathway expertise, an advisory board member, and curricula resources
Academy Parent/Guardian	Students' interests/needs, parental support, and community contacts
School District Leader	District-level resources, leadership, and support

ADT Prep Guide

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Orientation & Team Building

The ADT ensures the school supports the academy's vision and mission to launch a NAF academy. Use guiding questions as prompts to lead discussions during each phase of the ADT preparation.

Guiding Questions:

1. How does a career-pathway academy transform the high school experience?
2. Which community partners show interest in supporting a career academy?
3. What are the local industries/businesses and workforce needs?
4. What are the roles, responsibilities, and time commitments of the ADT members?
5. What are the expectations for ongoing school/district leadership support?

Relationship & Trust Building

Building relationships and trust help ADT members garner support from stakeholders and promote the formation of a sustainable academy team and advisory board. The ADT recruitment involves sharing the academy vision and mission with the district, school, and the local community. As the ADT bonds together, members rely on each other and develop open lines of communication. The team values member contributions of creative ideas and are there to support one another.

Guiding Questions:

1. Who leads and coordinates ADT meetings, schedules, and agendas?
2. What are the ADT members' roles?
3. Does the ADT have representation from all stakeholders?
4. Which school/community groups support college and career readiness?
5. Will the ADT recognize and discuss issues, challenges, and successes in open forums?

Staging & Goal Clarification

The ADT is responsible for building the foundation for a high-quality academy, developing a shared vision and mission, and ultimately launching the NAF academy.

Guiding Questions:

1. What are the vision and mission statements for the academy?
2. What is the graduation profile of an academy student?
3. What is the career pathway for the academy?
4. What is the program of study and the career-pathway curriculum?
5. Do the workforce-needs survey results support the viability of the career pathway?

ADT Prep Guide

Academy Team Roster

Academy Name: _____   Career Pathway: _____

The **Academy Team** is a multi-disciplinary group that regularly meets to plan and manage academy development. The team prioritizes continuous improvement through data analysis and targeted professional learning related career-pathway curriculum and college and career readiness.

The table below is a sample academy team roster identifying roles and member expectations.

Academy Team Roster		
Name	Role	Member Expectations
	School District Leader	• District-level resources and funding • Liaison for academy collaboration, offering leadership and support
	School Administrator	• School leadership and community liaison • Supporting academy operations, resource allocation, and community engagement • Assist with action planning, progress monitoring, and career-pathway integration
	Academy Lead (non-administration)	• Academy role model for program leadership, coordination, advocacy, and management of the academy program • Coordination/collaboration with counselors • Liaison with NAF, district, and school administration • Responsible for NAF deadlines and deliverables
	Work-Based Learning (WBL) Coordinator	• Liaison with civic, business, and school communities • Oversees WBL program and internships
	College and Career Coordinator	• Liaison with postsecondary institutions • Oversees college and career programs • Monitor students' individualized college and career plans
	Career-Pathway Educator	• Career-pathway expertise with field experience • Integration through authentic project learning experiences and work-based learning strategies
	Core-Content Educator	• Teaching and core-content expertise • Integration through authentic project learning experiences
	Academy Student	• Advocates for student needs, program impact, and recruitment
	Counselor	• Student supports and interventions • Analyze school, academy, and student data • Academic scheduling, advising, and recruiting
	Academy Parent/Guardian	• Students' interests, academy impact, and recruitment
	Business Partner	• Resources and internships • Business and career-pathway expertise and opportunities • Advisory board recruitment and support for learning & sustainability
	Community Partner	• Community resources, needs, and perspectives • Workforce development needs and opportunities • Advisory board recruitment and membership
	Postsecondary Education Partner	• Academic expectations and career-pathway expertise • College and career readiness indices • Advisory board recruitment and membership