

# STAR LEADERSHIP ACADEMY



SOUTHWEST  
**SYNERGY**  
*Dance*

[www.swsynergy.com](http://www.swsynergy.com)

# Want to be a STAR?

Star Leadership Academy  
Inspiring Future Leaders in Dance

Southwest Synergy Dance is proud to offer the Star Leadership Academy—an exciting opportunity for current students ages 9 and up who are eager to grow as leaders, role models, and future dance educators. This program is designed to provide hands-on experience in the classroom and beyond, nurturing the skills needed to become a confident and capable instructor.

Participation in the Star Leadership Academy is both an honor and a responsibility. Star Leaders are held to the highest standards, representing the values and spirit of Southwest Synergy Dance. Selection is based on an application process and final approval by our director and faculty.

Throughout the season, Star Leaders will receive mentorship, ongoing feedback, and an end-of-year evaluation to reflect on growth and performance. Those who demonstrate exceptional dedication may also receive future employment recommendations and teaching opportunities.

## Star Leader Perks Include:

- Recognition in Recital and Show Programs
- Recognition on our Spotlight Board
- Certificate of Achievement
- Studio Compensation Options:
  - Studio Credit: Can be applied toward non-tuition expenses such as costumes, fees, camps, and dancewear.
  - Monthly Paycheck: Available to our Teachers in Training with an active direct deposit account.



# Program Tracks



## **Student Ambassadors**

This role does not require any prior experience or technical skill, making it the perfect starting point for younger students eager to get involved. Ambassadors help welcome dancers and families, support events, volunteer at booths and studio functions, assist with cleaning, and contribute to our studio's service initiatives. They wear a provided uniform while on duty, and receive studio credit for their time and commitment.



## **Student Assistants**

These students work directly in the classroom alongside instructors, gaining hands-on insight into class structure, teaching strategies, and dancer engagement. They assist with setup, model strong technique, and help younger students navigate class. To be eligible, they need at least one year of experience and proficiency in the material being taught. They wear a provided uniform and receive compensation in the form of studio credit.



## **Teachers in Training**

Teachers in Training are experienced dancers age 16 and older (or 14+ with a signed Work Order) who are ready to step into a more independent teaching role. These students help lead warm-ups, co-teach segments of class under faculty supervision, and contribute to class planning and student progression. Teachers in Training must submit a resume, demonstrate strong technical and leadership skills, and are eligible to assist in any level class. They wear a provided uniform, and are compensated through a monthly paycheck via direct deposit.

# Policies and Commitments



## Dress Code

Looking professional at work is essential to set a positive example for fellow students. The attire requirements include wearing a Star Leadership Shirt provided to you, Synergy shirt, or tank top. You should pair this with black leggings, capris, or shorts. Your hair should be neatly pulled back in a ponytail or bun. Additionally, it's important to wear shoes appropriate for your assigned class.



## Absence and Coverage

If a Star Leader needs time off, they must submit a coverage form two weeks in advance to Ms. Rae. Leaders must arrange their own substitutes and list them on the form, with Ms. Rae available for assistance. Missing class without a submitted form or confirmed substitute within 24 hours counts as an absence. Teachers in Training and Student Assistants can have two absences per semester, while Ambassadors are allowed one. Semesters are September–January and February–June.



## Evaluations

Evaluations will take place biannually, conducted by Ms. Rae along with the Synergy instructors and front desk staff. These assessments aim to identify the Leader's strengths and areas for growth, benefiting everyone involved. After the evaluations are shared, instructors will be keenly observing the application of their feedback. If you have any questions concerning performance, please contact Ms. Rae to arrange a meeting.



## Enrollment

The Taking Shape Star Leadership Program is a required component of the Star Leadership Academy, rooted in core character values and a servant leadership approach. Centered around five guiding principles—Trust, Serve, Love, Excellence, and Growth—leaders will participate in monthly lessons designed to inspire personal and professional growth. Session dates will be shared once Synergy FX rehearsals and studio events are finalized. Enrollment Fee: \$15/month (automatically billed, or deducted from monthly credits).



## Additional Commitments

As extra events are planned, such as parties and camps, they will be distributed for sign up for all Leaders who desire extra hours. In addition, all Leaders will need to sign up for one (1) Service Society event. Sign ups for these events will take place at Star Leadership training. Current Fall semester required dates are listed on the next page.

# Star Leader Expectations

- **Training and First Leadership Class: August 26th**
- **JingleBell Jamboree: TBD**
- **Studio Prep Day: January 3rd**
- **Recital: TBD**

- Arrive 15 minutes early for all assigned classes or events.
- Clock in and out to accurately track hours.
- Greet dancers and families warmly and assist with directions or needs.
- Demonstrate professionalism—be positive, helpful, and respectful at all times.
- Model proper technique, behavior, and classroom etiquette.
- Keep the studio clean and organized between classes.
- Check in and out with the instructor before and after each shift.
- Notify both the program director and class instructor if they will be late or absent.
- Refrain from cell phone use during class or events.
- Maintain no more than two accountability cards—a third results in dismissal.
- Be proactive—take initiative in helping with any tasks instructors may request.
- Give corrections positively and confidently when appropriate.

## Student Ambassadors

- Greet dancers and parents in the lobby.
- Help students find classrooms, restrooms, and their instructors.
- Push in chairs and keep hallways clear.
- Monitor lobby for safety and misplaced items/students.
- Assist with restroom trips and light studio cleaning.
- Support studio events and community outreach.

## Student Assistants

- Assist instructors during class and demonstrate technique.
- Place props/spots as needed.
- Help with shoe changes, restroom trips, and keeping dancers on task.
- Monitor for safety hazards (e.g., untied shoes, spacing issues).
- Occasionally lead warm-ups or across-the-floor activities.
- Correct behavior and assist in classroom management.
- Support studio organization and event setup.

## Teachers in Training

- Support instructors by co-teaching and leading class segments.
- Create and teach original choreography.
- Assist in warm-up and class planning.
- Demonstrate technique and offer student corrections.
- Help manage class flow and student progress.
- Assist with studio organization, events, and leadership mentorship.

# Contact Info and Application



## Rae Vassar

**PROGRAM  
COORDINATOR**



(708)444-0427



swsynergymentors@gmail.com



7909 171<sup>st</sup> Street  
Tinley Park, IL 60477



750 Center Rd  
Frankfort, IL 60423

## HOW TO APPLY

- Complete the application and availability/commitment form on the next page. Teachers in Training need to also submit a Resume with their application.
- Return all application materials and questions to Ms. Rae by July 31<sup>st</sup>, 2026
- Qualified candidates are interviewed in order of application submission at the start of each year.
  - August 3rd- 13th, 2026
- Please Note: Due to limited amount of positions, applicants may be placed on the substitute list. Ms. Rae will inform each applicant through email of placement.
- Attend mandatory training where staff will go over and demonstrate Star Leader responsibilities and expectations.
  - August 26th, 2026

# APPLICANT INFORMATION

(Please fill out this form completely and accurately)

## 1. Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. Reference

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

## 3. Academic Information

Grade/Level: \_\_\_\_\_

School: \_\_\_\_\_

Favorite Subject: \_\_\_\_\_

Dance Experience:

Years: \_\_\_\_\_ Level/Class: \_\_\_\_\_

Favorite Style: \_\_\_\_\_

## 4. Parent/Guardian Information

Parent's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Additional Contact (if needed):  
\_\_\_\_\_

Emergency Contact:  
\_\_\_\_\_

Relationship with Applicant: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## 5. Availability

List hours available for each day:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Specific Conflict Dates for 2026/2027:

## 6. Commitment

I agree to participate in the Star Leadership Program for the full program year (fall through spring). I understand that I must attend my assigned classes, arrive at least 10 minutes early, and stay through the full class. I will follow all rules set by the instructor, studio director, and program director, and limit absences to no more than 2 per session (3 for Teachers in Training). If I am unable to fulfill my commitment, I will provide a written notice at least two weeks in advance. I understand that failure to complete the year or meet expectations may result in forfeiting studio credit benefits.

Initial: \_\_\_\_\_

## Declaration

I, the undersigned, declare that all the information provided above is true and accurate to the best of my knowledge.

Signature of Applicant:  
\_\_\_\_\_

Signature of Parent/Guardian:  
\_\_\_\_\_

Date: \_\_\_\_\_