

Site Director

Achieve Summer 2019

Overview

The Site Director (SD) is an experienced educator who is responsible for setting a vision of excellence for the program site and managing every aspect of the team's effort to realize that vision. The SD ensures that the program is providing a high quality, rigorous, and engaging summer learning experience for up to 120 students rising into kindergarten through 5th grade, alongside the 80+ high school interns and staff members. The SD directly manages, nurtures, and develops the leadership team consisting of one operations manager, one or two instructional coaches, one to three college readiness cohort program managers, and an intern manager, and indirectly manages the team of five to seven teachers learning and working on site.

Description:

The Site Director serves as the face of the Achieve Summer program, building and maintaining positive relationships with parents, community, and school site staff. He or she will actively oversee teaching, learning, daily operations, and student development. The SD will be the primary connection between the designated school site and Achieve Miami. The SD will directly oversee the development of the Leadership Team through continuous coaching cycles and mentoring.

Responsibilities & Duties:

- Create and maintain program values, culture, and vision of excellence
- Design, manage, and reinforce systems necessary for all to achieve the vision
- Develop, implement, and reinforce a program-wide culture plan
- Maintain communication between school site and Achieve Miami
- Manage program budget
- Coach and develop members of the Leadership Team
- Plan and execute weekly family meetings
- Problem-solve and develop solutions to site hurdles that arise
- Lead all school and leadership team events
- Manage district, school, partner and parent relationships
- Attend all Achieve Miami Leadership Team meetings

Qualifications

The ideal candidate will have:

- ★ At least three years of experience as an outstanding, goal-oriented classroom teacher;
- ★ The proven ability to design and execute systems in service of realizing a vision;
- ★ Experience successfully coaching and/or leading adults to outcomes;
- ★ A piqued interest in leading an entire school community;
- ★ A growth mindset;
- ★ A long term interest in assuming school or district level leadership roles in Miami;
- ★ An approachable, personable, yet direct demeanor;
- ★ Ability to problem solve and effectively work with others;
- ★ Strong organizational skills and attention to detail;
- ★ History of demonstrated investment in the communities we serve;
- ★ Previous experience with Achieve Miami (preferred); and
- ★ Dedicated interest in personal and leadership growth.

The Site Director role will begin in February and conclude in late July. From February until May, the role is part time (approximately 2-8 hours per week) with a focus on planning, Leadership Team development, and operational design. During the preparation period, the Site Director will engage in executive coaching and training with the Achieve Miami Leadership Team. Beginning in June, the role transitions to a full time position with site operations running from 7am to 5pm daily.

The Site Director position is outcome-oriented and the ideal candidate will be able to work beyond the daily schedule when necessary to achieve great results.

Achieve Miami offers a generous compensation package based on experience for the Site Director role.