

### Success Coach, Achieve Summer 2023

Achieve Miami is seeking high school teachers, counselors, or advisors to serve as Success Coaches and lead a cohort of 20-25 Scholars at four elementary school sites across Miami-Dade County for our Achieve Summer program. Achieve Summer is a full-day, six-week program that engages elementary and high school students in high-quality academic and enriching summer experiences while helping develop teachers through ongoing professional development.

Success Coaches are responsible for facilitating workshops and mentoring these Scholars so they can develop social, academic, and cultural competencies to achieve their post-secondary goals, all while working on a final Summer project. Achieve Summer Success Coaches are also responsible for ensuring that our Scholars and other high school volunteers (Big Buddies) are prepared to engage with the elementary students in the afternoon and actively participate in enrichment activities.

#### Qualifications

The ideal candidate will have:

- Previous experience with Achieve Miami (preferred)
- A current staff member at one of our 10 high schools: Booker T Washington, Homestead, Miami Carol City, Miami Central, Miami Edison, Miami Jackson, Miami Northwestern, Miami Southridge, Robert Morgan, and South Dade (preferred)
- At least three years of experience as an outstanding, goal-oriented classroom teacher, counselor or advisor
- A growth mindset, with a dedicated interest in personal growth
- History of demonstrated investment in the communities we serve
- Passion and experience leading college/career readiness classes or programs (preferred)

#### Responsibilities

- Engage Scholars in three hours of instruction (twice a week) in college and career readiness and social emotional learning (curriculum will be provided)
- Monitor and assist Scholars in participating in 2 hour ACT tutoring sessions provided by outside tutoring company (twice a week)
- Provide one-on-one college and career advising to a cohort of 20-25 students during the six-week summer internship program, as well as feedback on the quality of their work and Summer projects
- Counsel, monitor, and maintain records of student attendance and participation to provide ongoing effective feedback to students, including tracking their progress towards statutory requirements for the program so they can get paid for their participation
- Assist with student and program data collection to ensure students are on track with meeting program goals and completing final Summer project
- Lead prep meetings for Scholars and other high school volunteers (Big Buddies) to cover expectations for afternoon enrichment activities
- Lead afternoon enrichments (optional)
- Chaperone weekly field trips with Scholars

- Participate in and contribute to schoolwide plans for strong culture and systems
- Partner with the Instructional Coach to set goals and continuously improve practice, while meeting weekly with them to debrief on observations. Debriefs could also include members of the Achieve high school team
- Participate in Staff retreats before Summer begins to adequately prepare and be ready for the program (see below for schedule)

### Keys to Success

To be successful in this role, you will excel in:

- **Relationship-building:** You develop and maintain strong, collaborative working relationships with a diverse group of stakeholders. You know how to build alliances and find points of collaboration even when there are competing interests.
- **Drive to achieve results:** You have a track record of accomplishing ambitious goals and getting results even when there are obstacles. You set a high bar and meet it because you think three (or 30) steps ahead to anticipate hurdles and devise pragmatic solutions. You backward plan and involve stakeholders appropriately.
- **Inclusive leadership and management:** You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making. You have experience managing multiple projects and keeping tasks from slipping through the cracks. You use resources wisely, and can manage a team of staff and students to leverage time and talent for impact.
- **Commitment to racial equity and social justice:** You recognize the role of race, income, age, immigration status, language preferences, and other identities in shaping the culture of your site, and you consistently amplify community voices to advocate for more equitable solutions. You recognize how your own identities show up in work, and welcome, reflect on, and act on feedback with an eye toward continuous learning.

### Time Commitment

Date	Time	Location	Event
April 27 or May 2	6:00 pm- 8:00 pm	Virtual	Onboarding
May 6	9:30 am- 3:00 pm	TBD	Staff Retreat
June 3	9:30 am- 3:00 pm	TBD	Staff Retreat
June 12	8:00 am- 3:30 pm	TBD	Site Prep Day
June 13-July 21 (Mondays-Fridays, except June 19 and July 4)	8:00 am- 3:30 pm	TBD	Program

**Compensation:**

\$30/hour

**How to Apply:** Complete this [application](#) by Friday, February 17, 2023.

**Hiring Manager**

This role reports to each site's Achieve Summer Site Director. The hiring manager for this role is Lauren Bien-Aime, Director of High School & Alumni Programs at Achieve Miami. Please reach out with any questions ([lauren@achievemiami.org](mailto:lauren@achievemiami.org)).

**Who We Are**

Achieve Miami seeks to close opportunity gaps for students throughout Miami-Dade by providing meaningful educational programs demonstrating the power of students learning with and from each other. Learn more at [achievemiami.org](http://achievemiami.org).