

Achieve Music Site Director School Year 2023 - 2024

Overview

The Site Director will lead Achieve Music at their school site. They will build a strong culture, and directly manage the team to ensure a successful program.

Role & Responsibilities

- Manage team that includes, Music Teachers, Music Teaching Assistants, and Security Personnel, ensure high quality programming for all students
- Maintain daily attendance
- Secure program space and equipment
- Organize and execute 2 performance based field trips per year
- Coordinate end of Fall / end of Spring music staff and student celebrations
- Collaborate with other Achieve program staff to complete specific projects
- Develop team through observation cycles, written feedback, and other means
- Serve as liaison between Achieve Miami and school site music team, school administration, school staff, students, and families
- Lead recruitment efforts; including making classroom announcements, arranging school morning announcements, collecting/entering registration packets into Hubspot, etc. as necessary
- Plan, set, and maintain strong culture within program

Qualifications

The ideal candidate:

- Works as a staff member at Caribbean K-8 Center, Frederick Douglass Elementary, Jesse J. McCrary Jr. Elementary, Lake Stevens Elementary, North Glade Elementary, or Brentwood Elementary
- Has a known positive reputation within their school community, with exceptional working relationships with administrators, teachers, students, and families
- Has demonstrated use of a growth mindset in developing self as school and education leader
- Has demonstrated problem solving skills to overcome obstacles
- A proven, goal-oriented, exceptional classroom teacher or school leader
- Strong organizational skills and attention to detail
- A proven ability to work across lines of difference with diverse audiences and partners
- Previous experience with Achieve Miami preferred

Time & Compensation

\$30 per hour for up to 10 hours per week

Jesse J McCrary Elementary, and Caribbean K-8: T/W/T/F

Frederick Douglass Elementary M-F

North Glade Elementary: M/W

Brentwood Elementary: T/TH

Lake Stevens Elementary: T/F

Class times (JJM, CK8,NG, BW): 3:00-5:00 pm

Class times (JJM, CK8): 2:00-5:00 pm (Wednesday)

Class Times (LS): 3:15-5:15 pm

Class Times (FD): 4:00-6:00 pm

Achieve Music Program Dates 2022-2023		
Sept. 11 - 1st day of classes	Dec. 7 or 14 - Fall Performance (tentative)	Dec. 21 - Last day of Fall music classes
Jan. 8 - 1st day of Spring music classes	May 2, 7, or 9 - Spring performance (tentative)	May 17 - last day of music classes

Apply

Priority Deadline: August 11, 2022

Ideal Start Date: August 21, 2022

[Apply Here](#)

About Achieve Miami

Achieve Miami seeks to close opportunity gaps for students throughout Miami-Dade by providing meaningful educational and enrichment programs that demonstrate the power of students learning with and from each other.

Achieve Music is a program for second through fifth grade students where professional musicians teach foundational music skills.

*Please note: Achieve Miami will remain flexible in responding to the COVID-19 pandemic in a way that is best for our students and staff, including those in this role. Dates, compensation, and duration of the role are tentative. We will update staff members as changes affecting the role are made.