

Caribbean K-8 Center Operations Manager, Achieve Summer 2024

Achieve Miami is seeking an Operations Manager to support the logistics of our Achieve Summer program at Caribbean K-8 Center. Achieve Summer is a full-day, six-week program that engages elementary, middle and high school students in high-quality academic and enriching summer experiences, while developing teachers' proficiency in project based learning.

Achieve Miami was granted funding from The Children's Trust for Achieve Summer at Caribbean K-8 Center. This is Achieve's first grant from the Trust. Caribbean will host a pilot for program enhancements including extended hours, additional enrichments, and literacy intervention.

The ideal candidate has a genuine passion for working with children and helping them learn and grow in a supportive and fun environment. They have a proven ability to build strong systems and routines, are organized, can communicate their ideas effectively, and are able to ensure smooth logistics for the program to operate successfully. They are diligent and thorough, leaving nothing to chance; having a back up plan for their back up plan. They have an acute attention to detail, with concern for exact correctness and timeliness, delivering high quality results. They are flexible, can easily pivot and are willing to adjust to other's pressing needs in order to achieve set program goals.

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence throughout the 6-week Summer program
- Ensure that Achieve Miami and the Children's Trust policies and procedures are implemented and followed accordingly; creating site-specific procedures and routines
- Understand and value the importance of great operations, following systems created for managing supply inventory, purchasing, and record keeping
- Maintain specific program data required for Achieve Miami and the Children's Trust, including accurate daily attendance records and other data needed
- Create field trip plans, including bus lists, timelines, chaperone assignments, site activities, etc.
- Manage relationships with the Department of Food and Nutrition to ensure breakfast and lunch are served, ensuring daily accurate records are maintained and communicated
- Recruit students, in collaboration with other site-based leadership team members
- Recruit and help onboard teachers during specific retreats, along with other site-based leadership team members
- Have knowledge of safety regulations and protocols, ensuring the well-being of all participants

Qualifications

The ideal candidate will have:

- Previous experience with Achieve Miami (preferred)

- A current staff member at Caribbean K-8 Center (strongly preferred)
- At least four years of experience as an outstanding, goal-oriented elementary classroom teacher or school leader

Keys to Success

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

- **Strong organizational skills:** You thrive on staying organized, planning, and managing responsibilities effectively to reach set goals. You have systems to help you stay on top of your to-do list, can integrate new emerging tasks and prioritize effectively.
- **Strong communication skills:** You have excellent communication skills to effectively interact with participants, parents, staff and stakeholders. You build confidence in others through open and proactive communication and provide clear, helpful information to various different audiences. You have the ability to communicate feedback clearly and respectfully.
- **Problem-solving and adaptability skills:** You have the ability to adapt to changing situations and be flexible in the face of unexpected challenges. You can proactively develop solutions and are able to make changes to the schedule or activities to better meet the needs of participants or based on feedback received. You set a high bar and meet it because you think three (or 10) steps ahead to anticipate hurdles and come up with pragmatic solutions. You persevere in the face of challenges and have the ability to adapt to challenging environments.
- **A focus for continuous improvement:** You are committed to ongoing growth. This involves not only addressing immediate concerns but also actively seeking feedback for program development and enhancement. This includes being receptive to both positive feedback and constructive criticism from staff, parents, and participants with an open mind and applying those suggestions to improve.
- **Cultural competence:** You have sensitivity and understanding of various cultures, backgrounds, and identities, ensuring an inclusive and respectful environment for everyone involved.

Time Commitment

Attendance at all sessions is mandatory and is a vital commitment to the success of our program. These trainings are designed to equip you with the essential skills and knowledge needed to create a positive and enriching experience for all participants.

*The Children’s Trust may require additional training sessions. Once we have a schedule of these sessions, they will be communicated.

Date	Time	Location	Event
March 2	9:30 am - 3:00 pm	TBD	Leadership Team Retreat 1

March 19	5:30 pm - 8:30 pm	Virtual	Teacher Virtual Interview Day
April 6	9:30 am - 3:00 pm	TBD	Leadership Team Retreat 2
April 20	9:30 am - 3:00 pm	TBD	Leadership Team Retreat 3
May 18	9:30 am - 3:00 pm	TBD	Staff Retreat
June 1	9:30 am - 3:00 pm	TBD	Staff Retreat
June 10	8:00 am - 3:30 pm	TBD	Site Prep Day
June 11-July 19 (Mondays-Fridays, except June 19 and July 4 holidays)	8:00 am - 3:30 pm	TBD	Program

Compensation

\$34/hour

Apply

Complete this [application](#)

- First priority deadline: Friday, December 22, 2023
- Second priority deadline: Friday, January 26, 2024
- Rolling admissions throughout spring

Hiring Manager

This role reports to the Achieve Summer Site Director at the designated school. The hiring manager for this role is Nicole Murad Scarcella, Director of Elementary Programs at Achieve Miami. Please reach out with any questions (nicole@achievemiami.org or 305-306-0259).

Who We Are

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