

Caribbean K-8 Center Site Director, Achieve Summer 2024

Achieve Miami is seeking a Site Director to lead 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 demonstrated experience in managing and leading teams, proven ability to build a strong and positive culture in a school setting, are confident in making decisions within clearly defined policies and procedures, and have excellent communication skills to effectively interact with participants, parents, staff and various stakeholders. They are flexible and are able to adapt to changing situations and unexpected challenges in order to achieve program goals. They reflect and seek feedback frequently, taking action quickly to adjust to their team's needs.

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence throughout the 6-week Summer program
- Manage and lead all site staff, including leadership team members, teachers, interns, and enrichment partners; while engaging with diverse personalities and the ability to address their needs and concerns
- Coordinate with the Enrichment Manager to ensure the second part of the day goes smoothly, communicating any pressing issues or needs for the afternoon Enrichment sessions
- Coach and develop staff, including Operations Manager, Instructional Coaches, Enrichment Manager and interns to their full potential
- Ensure that Achieve Miami and the Children's Trust policies and procedures are implemented and followed accordingly
- Support in maintaining specific daily program data required for Achieve Miami and the Children's Trust
- Manage program expenses, track spending and ensure the program operates within the allocated budget, using resources effectively, balancing the needs of the program, staff, and participants while staying within budget constraints
- Problem-solve and develop solutions alongside staff, students, parents, school leaders, and other stakeholders
- Serve as liaison between Achieve Miami and Caribbean K-8 Center

- Lead student recruitment efforts at school site, including facilitating information sessions, managing morning announcements, Connect-ED calls, classroom announcements, staff announcements, etc.
- Lead teacher recruitment efforts, including onboarding of staff during specific retreats
- Have knowledge of safety regulations and protocols, ensuring the well-being of all participants

Qualifications

The ideal candidate will have:

- Previous experience working 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 classroom teacher or school leader
- Demonstrated experience in managing and leading teams, including successfully coaching and/or leading adults to set goals
- A long-term interest in assuming school or district level leadership roles in Miami-Dade County Public Schools

Keys to Success

The ideal candidate for this role will have:

- **Strong interpersonal skills:** You have a strong customer service mindset and the ability to navigate complex situations. We work with students, school administration, parents, donors, community members, and community leaders - and need someone who can comfortably engage and build relationships with all of these audiences while resolving conflicts that may arise while staying calm under pressure.
- **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.
- **Team building skills:** You are skilled in fostering a positive and inclusive team environment. You are able to motivate and inspire staff members, leveraging team members' strengths. You have a positive attitude and enthusiasm for creating a memorable and enriching experience for all participants.
- **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 - 6:30 pm *Site Director is only required to stay until 3:30 pm	TBD	Program

Compensation

\$36/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 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.