

Elementary Instructional Coach, Achieve Summer 2024

Achieve Miami is seeking four Elementary Instructional Coaches to lead our first to fifth grade elementary teachers that are part of our Achieve Summer program at four Miami-Dade County Public Schools. 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 developing teachers' proficiency in project based learning.

The ideal candidate is passionate about elementary education, experienced in facilitating professional development for teachers, and is familiar with PBLWorks Gold Standard Project-Based Learning. They have taught at Achieve Summer using this framework and may have even brought it into their classroom throughout the school year. They have effective coaching skills, including the ability to provide constructive and ongoing feedback, model effective teaching techniques, and support teachers in their professional growth. They build meaningful relationships with all stakeholders, and intuitively understand team cohesion, dynamics, and interpersonal relationships. They communicate in a positive and non-threatening manner, supporting all in order to quickly problem-solve.

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence
- Ensure that Achieve Miami's policies and procedures are implemented and followed accordingly
- Observe classroom instruction, coach and develop teachers towards learning goals
- Lead weekly professional development sessions about innovative teaching strategies, including project-based learning
- Support in maintaining specific daily program data required for Achieve Miami, ensuring teachers are capturing necessary student data and completing weekly rubrics
- Facilitate collaborative teacher planning sessions to share best practices and find ways to implement new strategies in their classrooms, nurturing a positive group learning experience
- Review teachers' lesson plans in a timely manner, providing constructive and detailed feedback that fosters professional growth and enhances instructional effectiveness
- Problem-solve alongside teachers to improve their practice
- Assist and model for classroom teachers as needed in project-based learning
- Assist teachers and students in preparation for Showcase Day

Qualifications

The ideal candidate will have:

- Previous experience with Achieve Miami, specifically in the teacher role (strongly preferred)
- A current staff member at either Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Jesse J McCrary, Jr. Elementary (preferred)
- Experience teaching PBLWorks Gold Standard project-based learning (preferred)

- At least four years of experience as an outstanding, goal-oriented elementary classroom teacher or Instructional Coach

Keys to Success

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

- **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.
- **Strong coaching skills:** You have effective coaching skills, including the ability to provide constructive feedback, model effective teaching techniques, and support teachers in their professional growth.
- **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.

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.