

High School Success Coach, Achieve Summer 2025

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 the leadership of teachers across Miami-Dade. Achieve Miami is seeking high school teachers, counselors or advisors to serve as Success Coaches and lead a cohort of 20-25 high school Scholars at Achieve Summer across Miami-Dade County Public Schools.

Our Achieve Summer program runs at four sites:

- Caribbean K-8 Center (Cutler Bay)*
- Jesse J. McCrary, Jr. Elementary (Little River)
- Brentwood Elementary (Miami Gardens)
- Frederick Douglass Elementary (Overtown)

Success Coaches play a key role in facilitating workshops and mentoring Scholars to develop social, academic, and cultural competencies, helping them achieve their post-secondary goals while working on a final Summer project that they will pitch during Showcase Day. They are also responsible for ensuring that Scholars and high school volunteers (Big Buddies) are well-prepared to engage with elementary students in the afternoon, actively participating in and supporting these enrichment activities.

What we are Looking For

To excel as a Success Coach, a candidate should possess the following qualities:

- **Growth Mindset:** Our focus on professional growth requires teachers to be open to feedback, eager to evolve their practice, and be adaptable to new teaching methods. Teachers should be comfortable experimenting with different strategies and adjusting their approaches based on ongoing feedback.
- **Commitment to Student-Centered Learning:** Teachers should have a strong dedication to fostering a learning environment where students feel empowered to explore, question, and take ownership of their learning. A focus on student engagement, inclusivity, and encouragement is crucial for success.
- **Collaboration and Communication:** Teachers will participate in cycles of learning and professional development, making collaboration a cornerstone of their role. Strong interpersonal and communication skills are essential to build a positive classroom culture and engage effectively with other teachers and students.
- **Problem-Solving Abilities:** Teachers should demonstrate the ability to think quickly, anticipate potential challenges, and proactively develop effective solutions to overcome obstacles as they arise, especially in the classroom or during field trips.

- **Positive Attitude:** Teachers should bring a positive outlook to the program to not only help maintain morale but also set a great example for students.

Additional Qualifications

- 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
- Passion and experience leading college/career readiness classes or programs (preferred)

Responsibilities

Instruction & Curriculum Support:

- Lead Scholars in three hours of instruction twice a week, focusing on college and career readiness and Positive Youth Development, with curriculum provided
- Monitor and assist Scholars during two-hour ACT/SAT tutoring sessions, held twice a week, provided by an outside tutoring company, ensuring active participation
- Provide one-on-one college and career advising to Scholars, as well as ongoing feedback on the quality of their work and Summer projects
- Supervise Scholars on weekly field trips
- Lead prep meetings for Scholars and other high school volunteers (Big Buddies) to cover expectations for afternoon enrichment activities

Program Management & Data Tracking:

- Maintain accurate records of student attendance
- Assist with Scholar and program data collection to ensure Scholars are on track to meet program goals and complete their final Summer project

Shark Tank Coordination:

- Coordinate logistics for the Shark Tank final showcase including room set up, required materials, light snacks for panelists
- Organize presentation materials, ensuring all student projects are ready for display and presentation
- Secure at least 3-4 Shark Tank panelists with relevant expertise or ties to the community to participate in the final showcase. Communicate with panelists to confirm their availability and provide event details

- Develop and distribute a detailed presentation schedule for the day, ensuring smooth transitions between each presentation

Collaboration & Professional Development:

- Contribute to school-wide initiatives to foster a positive culture
- Work with Achieve’s High School team to set goals and refine practice. Participate in weekly debrief meetings to assess progress, share insights, and make necessary adjustments to improve
- Participate in Staff retreats before Summer begins to adequately prepare and be ready for the program
- Participate in three professional development sessions to support the development of PBL projects

* Caribbean K-8’s summer program is the only site that will have a middle school class, extended hours until 6 pm, additional afternoon enrichments, and literacy intervention for certain students.

Time Commitment + Key Dates

Prior to the start of summer programming, staff will participate in paid training and work days. To be best prepared for this role, attendance at all training dates leading up to the summer programming, as well as the program dates themselves, is required. Teachers will be able to earn Master Plan Points from Miami-Dade toward their teacher certification for the professional development sessions they attend before and during summer.

Date	Time	Location	Event
May 7	4:00- 5:30 pm	Virtual	Onboarding
May 17	9:30 am - 3:00 pm	Converge Miami	Staff Retreat
May 31	9:30 am - 3:30 pm	Converge Miami	Staff Retreat
June 9	8:00 am - 3:30 pm	Caribbean K-8, Jesse J. McCrary, Jr., Brentwood, OR Frederick Douglass	Site Prep Day
June 10-July 18 (Except June 19 and July 4 holidays)	8:00 am - 3:30 pm	Caribbean K-8, Jesse J. McCrary, Jr., Brentwood, OR Frederick Douglass	Summer Program

Compensation

\$30/hour

Apply

Complete this [application](#) by Friday, February 28, 2025.

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).

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.