

Afternoon Site Director for Caribbean K-8 Center, 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 an Afternoon Site Director to lead our extended day for Achieve Summer program at Caribbean K-8 Center (Cutler Bay). Caribbean K-8 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.

The Afternoon Site Director, present on-site from 2:30 to 6:30 pm, is responsible for fostering a strong, positive culture during the afternoon program that aligns seamlessly with the morning. The Afternoon Site Director directly manages the afternoon Enrichment teachers and Interns, providing them with timely feedback and ensuring they are following clearly defined policies and procedures. The Afternoon Site Director also acts as the face of Achieve at the school site and develops relationships with various stakeholders.

What we are Looking For

To excel as Afternoon Site Director, a candidate should possess the following qualities:

- **Strong Management skills:** You've had experience managing and leading others and are able to help your team achieve goals and celebrate wins. You are able to set a high bar and hold others accountable to meeting that bar.
- **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.

Additional Qualifications

- Previous experience working with Achieve Miami (preferred)
- A current staff member at Caribbean K-8 Center (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

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence
- Manage and lead all site staff in the afternoon, including teachers and Interns, while engaging with diverse personalities and the ability to address their needs and concerns
- Ensure that Achieve Miami's policies and procedures are implemented and followed accordingly
- Work collaboratively with other Site Director to promptly address any issues that arise, ensuring seamless transitions in the afternoon
- Support in maintaining specific daily program data required for Achieve Miami and the Children's Trust
- Order supplies and afternoon snacks for afternoon Enrichments
- Problem-solve and develop solutions alongside staff, students, parents, school leaders, and other stakeholders
- Serve as liaison between Achieve Miami and the school site
- Have knowledge of safety regulations and protocols, ensuring the well-being of all participants

- Participate in Staff retreats before Summer begins to adequately prepare and be ready for the program (see below for schedule)

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.

Date	Time	Location	Event
April 19	9:30 am - 3:00 pm	Big Brothers, Big Sisters of Miami	Leadership Team Retreat 2
May 31	9:30 am - 3:30 pm	Converge Miami	Staff Retreat
June 9	8:00 am - 3:30 pm	Caribbean K-8	Site Prep Day
June 10-July 18 (Except June 19 and July 4 holidays)	2:30 pm - 6:30 pm	Caribbean K-8	Summer Program
July 21	10 am - 11 am	Virtual	Leadership Team Debrief

Compensation

\$35/hour

Apply

Complete this [application](#) by Friday, December 13, 2024.

Hiring Manager

This role reports to Dana Rosenberg, Director of Saturdays and Summer Programs at Achieve Miami. Please reach out with any questions (dana@achievemiami.org or 954-701-6379).

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.