

Elementary Instructional 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 four Elementary Instructional Coaches to lead our teachers that are part of our Achieve Summer program at four 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)

The Instructional Coaches lead, coach, and develop teachers to deliver high-impact, student-centered instruction. By guiding teachers in meaningful learning approaches, Instructional Coaches ensure every student remains engaged and that teachers continuously grow in their Project Based Learning instructional capacity throughout the summer. Through one-on-one coaching, collaborative planning, and professional development, Instructional Coaches ensure that this vision is consistently reflected in every classroom.

What we are Looking For

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

- **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.
- **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.
- **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 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)
- Possess effective coaching skills, including the ability to provide constructive and ongoing feedback, model effective teaching techniques, and support teachers in their professional growth
- At least four years of experience as a goal-oriented elementary classroom teacher or Instructional Coach
- The ability to communicate within a team 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 daily
- Meet weekly with teachers to debrief on observations, providing timely feedback, analyze student progress and make adjustments as necessary to achieve goals
- Lead weekly PD sessions about innovative teaching strategies, including project-based learning best practices
- Support in maintaining specific daily program data required for Achieve Miami, ensuring teachers are capturing necessary student data and completing weekly rubrics
- Facilitate engaging, 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
- Order PBL supplies for Elementary Teachers
- Print weekly copies for all PBL projects
- Problem-solve alongside teachers to improve their practice, model instructional techniques and assist teachers directly in the classroom as needed
- Assist teachers and students in preparation for Showcase Day

*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.

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
March 8	9:30 am - 3:00 pm	Big Brothers, Big Sisters of Miami	Leadership Team Retreat 1
March 19	5:30 pm - 8:30 pm	Virtual	Teacher Virtual Interview Day
April 19	9:30 am - 3:00 pm	Big Brothers, Big Sisters of Miami	Leadership Team Retreat 2
May 10 (Optional)	1:00 pm - 3:00 pm	Achieve Storage House	Material Preparation
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	8:00 am - 3:30 pm	Caribbean K-8,	Summer Program

(Except June 19 and July 4 holidays)		Jesse J. McCrary, Jr., Brentwood, OR Frederick Douglass	
July 21	10:00 am - 11:00 am	Virtual	Leadership Team Debrief

Compensation

\$34/hour

Apply

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

Hiring Manager

This role reports to the Achieve Summer Site Director at the designated school. The hiring manager for this role is 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.