

Kindergarten 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 an Instructional Coach to lead our Kindergarten 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 Kindergarten Instructional Coach leads, coaches, and develops Kindergarten teachers to deliver high-impact, student-centered instruction. By guiding teachers in meaningful learning approaches, the Kindergarten Instructional Coach ensures every student remains engaged and that teachers continuously grow in their instructional capacity throughout the summer. Through one-on-one coaching, collaborative planning, and professional development, the Kindergarten Instructional Coach fosters Montessori-style instruction. The Coach's primary responsibility is to ensure that this vision is consistently reflected in every Kindergarten classroom.

What we are Looking For

To excel as a Kindergarten 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

- Experience teaching in Montessori learning environments (required)
- Previous experience with Achieve Miami (preferred)
- A current staff member at Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Jesse J McCrary, Jr. Elementary (preferred)
- At least four years of experience as an outstanding, goal-oriented elementary classroom teacher or Instructional Coach

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence
- Develop structured framework to guide teachers' instructional practices, ensuring alignment with learning goals and the summer program's overall vision
- Review teachers' lesson plans in a timely manner, providing constructive and detailed feedback that fosters professional growth and enhances instructional effectiveness
- Plan and conduct weekly PD sessions about innovative teaching strategies and Montessori-style instruction
- Facilitate engaging, weekly teacher collaborative planning sessions to share best practices and find ways to implement new strategies in their classrooms, nurturing a positive group learning experience
- Visit the four school sites regularly, observing classroom instruction, coaching and developing teachers, providing targeted feedback and support
- Model instructional techniques and assist teachers directly in the classroom as needed
- Assist teachers and students in preparation for Showcase Day
- Order supplies for Kindergarten teachers as needed

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 19	5:30 pm - 8:30 pm	Virtual	Teacher Virtual Interview Day
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 (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
July 21	10 am - 11 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 each site. 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.