

Instructional Coach – Achieve Summer 2026

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 Instructional Coaches to lead our Achieve Summer program at Miami-Dade County public schools.

Our Achieve Summer program runs at four sites:

- Caribbean K-8 Center (Cutler Bay)*
- Lake Stevens Elementary (Miami Gardens)
- Riverside Elementary (Downtown)
- Potential Fourth Site TBD

The **Instructional Coach** leads, coaches, and develops teachers to deliver high-impact, student-centered instruction. They guide teachers in Project-Based Learning (PBL), ensuring students stay engaged and teachers grow professionally. Through one-on-one coaching, collaborative planning, and professional development sessions, Instructional Coaches support consistent, high-quality instruction across classrooms.

Responsibilities

- Maintain Achieve’s program values, culture, and vision of excellence.
- Ensure that Achieve Miami’s policies and procedures are implemented and followed.
- Observe classroom instruction and coach teachers daily toward learning goals.
- Meet weekly with teachers to debrief, analyze student progress, and adjust instruction accordingly.
- Lead weekly Professional Development sessions on innovative teaching strategies, including PBL best practices.
- Maintain daily program data, ensuring teachers track student progress and complete rubrics.
- Facilitate engaging, collaborative teacher planning sessions to share best practices.
- Review teachers’ lesson plans in a timely manner, providing constructive and detailed feedback that fosters professional growth and enhances instructional effectiveness.
- Order Project Based Learning supplies and print weekly copies for all PBL projects.
- Problem-solve alongside teachers, model instructional techniques, and assist in classrooms as needed.

- Collaborate with the site leadership team to plan on-site Friday events, including Field Day, Achieve's Got Talent, and Showcase Day; and support teachers and students in preparing for Showcase Day.
- Participate in staff retreats before summer begins to adequately prepare and be ready for the program (see below for schedule).

Who We Are Looking For

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

- **Coaching skills:** You provide constructive and ongoing feedback, model effective teaching, and support teacher growth.
- **Interpersonal skills:** You build relationships with students, parents, staff, and community members, navigating complex situations while staying calm under pressure.
- **Communication skills:** You provide clear, proactive, and respectful information to participants, staff, and stakeholders. You have the ability to communicate feedback clearly and respectfully.
- **Proactive problem-solving and adaptability:** You take initiative to anticipate challenges, develop solutions, and guide others in adjusting quickly, thriving in dynamic and high-pressure environments.
- **Continuous improvement:** You are committed to growth, actively seeking and applying feedback from staff, parents, and participants to enhance the program.
- **Cultural competence:** You have sensitivity and understanding of various cultures, backgrounds, and identities, ensuring an inclusive and respectful environment for everyone involved.

Additional Qualifications

- At least four years of experience as an outstanding, goal-oriented elementary classroom teacher or Instructional Coach
- Experience teaching PBLWorks Gold Standard project-based learning (preferred)
- Experience using Google Workspace tools—especially Google Docs, Google Drive, and Google Meet (preferred)
- Previous experience with Achieve Miami (preferred)
- Current staff member at one of the Achieve Summer school sites (preferred)

***Note:** Caribbean K-8 differs from other sites—it includes a middle school class, extended hours, additional enrichments, and literacy intervention.

Time Commitment + Key Dates

This role includes paid training, retreats, and program dates. Attendance is **required** for all dates below.

Date	Time	Location	Event
March 14	9:30 am - 3:00 pm	Converge Miami	Leadership Team Retreat 1
April 1	5:30 pm - 8:30 pm	Virtual	Virtual Teacher Hiring Fair
Week of April 6	2 hours	Virtual	IC Work Session
April 18	9:30 am - 3:00 pm	Converge Miami	Leadership Team Retreat 2
May 16	9:30 am - 3:00 pm	Converge Miami	Summer Staff Retreat 1
May 30	9:30 am - 3:30 pm	Converge Miami	Summer Staff Retreat 2
June 5 Optional*	2 hours	At Summer School Site	Supply Organization before Site Prep Day
June 8	8:00 am - 3:30 pm	At Summer School Site	Site Prep Day
June 9-July 17 (Except June 19th-holiday)	8:00 am - 3:30 pm	At Summer School Site	Summer Program
July 20	10:00 am - 11:00 am	Virtual	Leadership Team Debrief Meeting
Week of July 20	1 hour	Virtual	Individual End of Summer Evaluation

Compensation

\$36 per hour

Apply

Complete this [[APPLICATION](#)] by **January 9, 2026**.

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](https://www.achievemiami.org).