

Kindergarten 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 a Kindergarten 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)*
- Lake Stevens Elementary (Miami Gardens)
- Riverside Elementary (Downtown)
- Potential Fourth Site TBD

The **Kindergarten Instructional Coach** supports and develops Kindergarten teachers to deliver high-impact, student-centered instruction. Through one-on-one coaching, collaborative planning, and professional development, the Coach fosters Montessori-style teaching that keeps students engaged and nurtures teachers' growth. The Kindergarten Instructional Coach ensures meaningful, hands-on learning is consistently reflected in every Kindergarten classroom throughout the summer.

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 Professional Development sessions about innovative teaching strategies and Montessori-style instruction.
- Facilitate engaging, collaborative teacher planning sessions to share best practices.
- Visit all school sites regularly, observing classroom instruction, coaching and developing teachers, providing targeted feedback and support.
- Problem-solve alongside teachers, model instructional techniques, and assist in classrooms as needed.
- Collaborate with the site leadership team and teachers to prepare for Showcase Day.
- Order supplies for Kindergarten teachers as needed.
- Participate in Staff retreats before Summer begins to adequately prepare and

be ready for the program (see below for schedule).

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

Who we are Looking For

To excel as a Kindergarten 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 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)
- Experience teaching in Montessori learning environments (required)

Time Commitment + Key Dates

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

Date	Time	Location	Event
April 1	5:30 pm - 8:30 pm	Virtual	Teacher Virtual Interview Day

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 8	9:30 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 am - 11 am	Virtual	Leadership Team Debrief

Compensation

\$36 per hour

Apply

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

Hiring Manager

This role reports to Isabella Tozzi, Director of Professional Development at Achieve Miami. 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).