

Operations Manager – 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 Operation Managers 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 **Operations Manager** ensures smooth, high-functioning operations at each school site, overseeing systems and routines that support students, staff, partners, and parents. From opening to closing, they manage the site's needs and work closely with the Leadership Team to implement systems to achieve program goals.

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence.
- Ensure that Achieve Miami's policies and procedures are implemented and followed accordingly; creating site-specific procedures and routines.
- Keep accurate, organized records of supplies, ensure sufficient materials for Enrichments (including printed handouts), and maintain all materials organized.
- Maintain specific program data required for Achieve Miami, including accurate daily attendance records, student and staff surveys.
 - **Note:** Caribbean K-8 will require additional data collection for the Children's Trust.
- Coach and manage interns to support smooth operations.
- Create field trip plans, including bus lists, timelines, chaperone assignments, site activities, etc.
- Collaborate with the site leadership team to plan on-site Friday events, including Field Day, Achieve's Got Talent, and Showcase Day.
- Coordinate with the Department of Food and Nutrition to ensure meals are served and records maintained.
- Recruit students, in collaboration with other site-based leadership team members.
- Recruit and help onboard teachers during specific retreats, along with other site-based leadership team members.

- Follow 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).

***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 an Operations Manager, a candidate should possess the following qualities:

- **Organizational skills:** You thrive on planning and staying organized. You stay on top of your to-do list, can integrate new priorities and manage your workload effectively.
- **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 school leader
- Attention to detail
- Experience using Google Workspace tools—especially Google Docs, Google Drive, and Google Meet (preferred)
- Previous experience with Achieve Miami (preferred)
- A current staff member at an Elementary school that has Achieve Miami programming (preferred)

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
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 20	2 hours	Virtual	SD and OM Work Session
May 30	9:30 am - 3:30 pm	Converge Miami	Summer Staff Retreat 2
June 3 or 4	2 hours	Virtual	SD and OM Work Session
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 Dana Rosenberg, Director of SPARK 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).