

Site Director – 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 Site Directors 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 **Site Director** oversees and leads each school site, building a positive culture and ensuring a smooth, engaging learning experience for both students and staff. They directly manage the site team (Operations Manager, Instructional Coach, Interns, and teachers), providing timely feedback and ensuring policies and procedures are consistently being followed.

Responsibilities

- Act as the face of Achieve at the school site and develop relationships with principals, operational school site team, and parents.
- Maintain Achieve's program values, culture, and vision of excellence.
- Manage and lead all site staff, including Leadership Team members, teachers, and interns, addressing their needs and concerns.
- Ensure that Achieve Miami's policies and procedures are implemented and followed accordingly.
- Support the Operations Manager in maintaining daily program data, including attendance and other required records.
 - Note: CK8 collects additional data for Children's Trust
- Manage program expenses, track spending, and ensure the program operates within budget.
- Collaborate with the site leadership team to plan on-site Friday events, including Field Day, Achieve's Got Talent and Showcase Day.
- 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.
- CK8 only: Work collaboratively with Afternoon Site Director to promptly address any issues that arise, ensuring seamless transitions.

- 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 Site Director, a candidate should possess the following qualities:

- **Management skills:** You have experience leading teams to achieve goals, set high standards, hold staff accountable and celebrate wins.
- **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.
- **Team building skills:** You foster a positive, inclusive environment, motivating staff and leveraging team strengths. You have a positive attitude and enthusiasm for creating a memorable and enriching experience for all participants.
- **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 classroom teacher or school leader
- Experience managing and coaching teams to achieve goals
- A long-term interest in assuming school or district level leadership roles in Miami-Dade County Public Schools
- Experience using Google Workspace tools—especially Google Docs, Google Drive, and Google Meet (preferred)
- Previous experience working with Achieve Miami (preferred)
- Current staff member at one of the Achieve Summer school sites (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

\$38 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).