

Career Coach – Achieve Academy

Job Description

Program Overview

Achieve Academy is Achieve Miami's high school program that helps students prepare for life after graduation. It has two tracks:

- Achieve Scholars supports students who plan to attend college.
- Achieve Works supports students who want to enter the workforce through skilled careers.

Students choose the track that best fits their goals, with both programs focused on helping them create a clear plan for their future. This is the pilot year at Edison Senior High School and Dr. Michael M. Krop Senior High School.

Role Overview

The Career Coach works directly with workforce-track students at both Edison and Krop high schools, delivering Achieve Works curriculum and career readiness content, and provides one-on-one mentorship and coaching that helps students set goals, build skills, and prepare for work.

Responsibilities

Curriculum and Content Delivery

- Deliver Achieve Works (career pathways and workforce development) curriculum and career readiness content to students at both school sites.
- Oversee student groups of 15–25 career pathways students through personalized mentoring and collective workshops.
- Prepare and lead sessions on sector exploration, workplace skills, and career readiness
- Adapt content to fit student needs and keep sessions active and engaging
- Keep session materials organized and ready

One-on-One Coaching and Mentorship

- Provide one-on-one career readiness support, including goal-setting, resumes, interview prep, and next steps
- Build trusting relationships with students and serve as a consistent mentor
- Help students explore sectors, choose a focus, and prepare for credentials and work
- Support students through internship applications, interviews, and placements

Student Support and Engagement

- Monitor student growth and offer tailored 1:1 coaching
- Encourage attendance and consistent participation

- Connect students to resources and flag support needs to the Director

Site Operations and Logistics

- Manage site facilities (room scheduling and access)
- Oversee session setup and cleanup
- Coordinate and chaperone field trips
- Serve as the primary site liaison for daily operational needs

Data and Documentation

- Keep accurate records of attendance, participation, and student progress
- Complete required paperwork on time
- Document student support needs and incidents through case notes.

Collaboration and Communication

- Work closely with the Achieve Works Lead Coordinator and the Director of Career Pathways
- Coordinate on-site with the Achieve Scholars Success Coach to support students across both tracks
- Collaborate on bigger school-wide events and initiatives
- Attend team meetings, training, and planning sessions
- Communicate early and often about student needs and site concerns
- Represent Achieve Works positively to students, families, and school staff
- Seek and apply feedback to grow in the role and strengthen the program

Qualifications

Required

- MDCPS and DCF background clearance
- Background check required
- Reliable transportation for occasional evening and weekend events
- Experience working with high school students, ideally in teaching, mentoring, youth development, or career readiness
- Comfortable delivering content and leading groups of students
- Strong relationship-builder and communicator who shares updates early
- Organized, reliable, and able to follow through independently
- Commitment to Achieve Miami's mission and to the success of the pilot

Strongly Preferred

- Bilingual (English/Spanish/Creole)
- Experience with career, workforce, or CTE programs

Time Commitment and Compensation

Pay Rate: \$28 per hour

Weekly Hours: Up to 25 hours per week

Term: School year, approximately 36 weeks

Schedule: Usually 10:00 AM to 3:00 PM on weekdays, with occasional evening and weekend events. The position starts during the first week of September and ends in late May.

Site: The Career Coach position involves a shared schedule between both Achieve Academy pilot sites: Miami Edison Senior High School (6161 NW 5th Court, Miami, FL 33127) and Dr. Michael M. Krop Senior High School (1410 NE 215th St, Miami, FL 33179).

Hiring Manager

This role reports to Camilo Echeverri, Director of Career Pathways at Achieve Miami, with day-to-day support from the Achieve Works Lead Coordinator.

About Achieve Miami

At Achieve Miami, we believe in the potential of every child. Together with partners from public and private schools, Achieve Miami designs and manages programs that extend learning opportunities for students, teachers, and educators through programs like Achieve Works, Achieve Scholars, Achieve SPARK, Achieve Summer, Achieve Club, Achieve Alumni, and Achieve Music.