

The Broad Residency In Urban Education Sample Job Descriptions

In December and January, The Broad Residency will provide current job descriptions for every organization in which we place Residents.

In lieu of the current descriptions, we have found it helpful to provide summaries of job descriptions from previous years to impart a sense of the work Broad Residents perform in districts and charter management organizations (CMO). The summaries are based on actual descriptions, but do not contain names of organizations or supervisors. In addition, most industry-specific jargon has been removed and they have been simplified for ease of reading. Most of these descriptions describe the Resident's incoming project/role, therefore it is important to recognize roles evolve substantially over the two year program. Please see "[Two Year Overview](#)" for further insight on how the work progresses.

Please note: These summaries are intended for informational purposes only, and are not definitive examples of the Broad Residency roles to be offered this year.

Organization Type: Charter Management Organization (CMO)

Position Type: Human Resources

Supervisor: Chief Executive Officer / Chief Operating Officer

As Charter Management Organizations (CMOs) are often lean organizations, ensuring that the right leaders and the best educators are in place is vital for the organization – and its students – to thrive. In addition, retaining the best people and developing a talent pipeline is key for the CMO's long-term success. For CMOs to be viable organizations for career employees at all levels, a robust human resources department is mission critical.

Role A: Director of School Operations

The Director of School Operations will be responsible for running efficient, well-supported schools and will create actionable training for teachers and school leaders. Specifically, the Director will (1) develop a rigorous training program; (2) create an operations review protocol to identify areas for improvement and to develop additional training as needed; (3) develop human resources policies, systems and procedures that are scalable.

Role B: Project Manager, Hiring and Training

Under the direction of the Chief Operating Officer, the Project Manager for hiring and training will be responsible for an initiative to identify, recruit, and place high performing principals in the organization's new or lowest performing schools. In addition, the Project Manager will develop and implement a coaching program for new and existing teachers. All hiring and training projects are critically important to provide the schools and staff with the best support possible.

Role C: Director of Human Resources

Working with the Chief Executive Officer, the Director of Human Resources will design, build, and oversee the human resources services, policies, and programs for the entire organization, working to ensure that the organization attracts, develops, supports, and retains exceptional talent. Specifically, the Director of Human Resources will be responsible for the organization's (1) policies and procedures; (2) compensation and benefits; (3) performance management; (4) organizational culture; and (5) recruitment and development of central office staff.

Role D: Project Manager, Talent Attraction, Development, and Retention

Under the direction of the Executive Vice President for Research, Design and Innovation, the Project Manager for Talent Attraction, Development, and Retention will be responsible for translating data into effective best practices. Specifically, the Project Manger will (1) prioritize short-, medium-, and long-term opportunities to increase teacher satisfaction, effectiveness, and retention; (2) lead the Teacher Recruitment Community of Practice and identify key challenges, share best practices, create a best practices manual; and (3) coordinate recruitment efforts.