

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: District
Position Type: Finance
Supervisor: Chief Financial Officer

The fiscal health of a school district is integral to its academic success, and districts must operate efficiently and effectively even while facing financial challenges such as state budget cuts. Working in the financial hub of a school district promises engaging, challenging, and important work that is vital to each student's success.

Project A: District Funding Model

Working closely with the district's Chief Financial Officer, who directs the district's finances and plans and implements policies and programs, the Project Manager for the District Funding Model will be responsible for analyzing the district's current funding model. In addition, the Project Manager will (1) recommend and implement policy changes to create a more transparent budgeting process for district stakeholders; (2) streamline the financial model of the district; (3) and work with the Superintendent's cross-functional team to share best practices with other departments, such as accountability and performance management, to increase the efficacy of the fiscal management of the district.

Project B: Emergency Financial Management

Under the guidance of the district's state-appointed Emergency Financial Manager, the Project Manager will be responsible for analyzing the district's current financial status and reporting to key decision makers in the district. The Project Manager will also be involved with making recommendations and implementing policy changes to (1) repair the district's budget deficit; (2) overhaul the district's financial system

and return the system to fiscal health; (3) appoint federal funds effectively and efficiently; and (4) establish a financial system that supports the district's academic systems.

Project C: Performance Based Budgeting

Working with the district's Chief Financial Officer, the Special Project Officer for Performance Based Budgeting will be responsible for developing and implementing a performance based budget for the district. Specifically, the Special Project Officer will (1) work with each department to determine how dollars fund day-to-day operations and the resulting outcome; (2) develop and present a budget that ties dollars to performance; (3) create a transparent budget that indicates how each dollar is being spent and how it ties into the district's strategic academic goals; (4) develop strategic annual and long-term performance goals; and (5) lead a task force of community members, board members, business leaders, and district employees on performance based budgeting.

Project D: Position Control and Curriculum Projects

Working with the district's Chief Financial Officer, the Project Manager will be responsible for numerous projects, including position control and core curriculum development, all of which are integral to the district's strategic plan. As lead on the position control project, the Project Manager will (1) help to design, purchase and implement a new initiative to automate the budgeting, posting and filling of job vacancies within the district; and (2) act as a inter-departmental liaison and work with the district's human resources, budget, technology, and purchasing departments to successfully complete the project.

In addition, the Project Manager for the core curriculum development project will be responsible for (1) working with numerous departments, including teaching and learning, budget, facilities, and strategic planning to forecast costs and trends for creating a core curriculum for the district; and (2) identifying potential funding sources, as well as make recommendations regarding reallocation of funds.