

## 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: Human Resources**  
**Supervisor: Chief Human Resources Officer**

Districts recognize that human capital – high-quality teachers and experienced administrators – is vital for student success. As a result, many districts are implementing initiatives to transform their human resources departments. As one district said of human resources work, it is “of the most enduring impact, of greatest challenge, and of best opportunity to positively change outcomes for the students.”

### **Project A: Human Capital Strategy**

Under the guidance of the Chief Human Resources Officer, the Project Manager for the district's human capital strategy will be responsible for leading district-wide initiatives to increase the capacity of the district to recruit, retain, and reward high performing teachers. Specifically, the Project Manager will (1) manage the project's budget, timelines, and deliverables, and ensure that all are on track; (2) lead internal and external communication about human resources transformation to ensure support of district stakeholders, including faculty and staff; (3) serve as the primary contact for external funders, consultants, and business owners, and oversee their work.

### **Project B: Office of Human Resources**

Working with the Deputy Chancellor of Human Capital and the Office of Human Resources team, the Director will be a part of a change management team tasked with significant reforms. Specifically the Director will be responsible for (1) analyzing the benefits program for potential redesign; (2) auditing and reconciling

health insurance plans; (3) building a comprehensive financial and retirement education series; (4) leading the department through multiple projects, including benefits and payroll; and (5) streamlining policies and procedure and increasing human resources' efficiency.

### **Project C: Human Capital Transformation**

Working with the Chief of Staff and the Deputy Superintendent of Human Capital, the Project Manager of the district's human capital transformation will be responsible for developing and refining the human capital strategy, including recruitment and selection, professional development, compensation, assessment, and retention. Specifically, the Project Manager will (1) conduct a strategic recruitment and selection of highly effective teachers; (2) create multiple training options for teachers and administrators to ensure professional growth; (3) analyze and enhance the recognition and award model for "performance pay" for teachers; and (4) design a model to share best practices to measure teacher and administrator effectiveness.

### **Project D: Human Resources Priority Initiative**

Under the guidance of the Director of Human Resources, the Project Manager of the district's human resources priority initiative will be responsible for overseeing a payroll system upgrade and department-wide reorganization, as well as being involved in negotiations for collective bargaining agreements. Specifically, the Project Manager will also (1) implement comprehensive professional and leadership development programs; (2) develop a transparent customer service process that involves engagement from the district's key stakeholders; (3) create a new hiring timeline and process with input from the finance department; and (4) ensure that timelines and project milestones are met.