

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: Operations
Supervisor: Chief Operating Officer

Running a school district involves complex, multi-departmental, multi-functional work, and Broad Residents who work in operations work in the district's hub. District operations positions often report to and work side by side with members of the superintendent's cabinet, and the projects are often highly visible in the community and to district stakeholders.

Project A: School Choice Plan Redesign

Working with the district's Chief Operating Officer, the Project Manager for the district's School Choice Plan will be responsible for assessing the district's current system for student registration, student assignment, and transportation planning, and subsequently redesigning a more efficient, cost-effective plan.

Specifically, the Project Manager will (1) perform a cost/benefit analysis of the current system of student registration, assignment and transportation; (2) propose solutions to enhance the current system and/or drive the process to purchase a new system; (3) identify key metrics for success; (4) select transportation vendors; (5) implement methods to optimize bus and transportation routes; and (6) improve parental engagement with student registration, assignment, and transportation.

Aligned with the district's strategic agenda, the redesign of the School Choice Plan is intended to save the district millions of dollars that can be funneled into classrooms to raise student achievement, lower dropout rates, and increase graduation rates.

Project B: Classroom Modernization Initiative

Working with the district's Chief Operating Officer, the Project Manager for the district's Classroom Modernization Initiative will plan and execute an across-the-board technology upgrade for the district, which includes managing the installation of computers and printers in every classroom.

Specifically, the Project Manager will be required to (1) assess the current technological infrastructure (e.g. data cabling and power) and capacity at each school; (2) develop and execute a plan to upgrade the infrastructure where needed, to ensure that each school has the capability for the technology upgrade; (3) strategically source the equipment for the upgrade, working within the initiative's budget; (4) oversee the installation of new technology in all schools district-wide; and (5) train instructional staff on the use of the new equipment.

Ensuring that each classroom has state-of-the-art technology is part of the district's commitment to high academic achievement. Modernized classrooms will keep students engaged in learning, give them access to technology, and assist teachers in producing students with the knowledge to compete on a global scale.