

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: Performance Management
Supervisor: Chief Accountability Officer

Many districts are implementing performance management systems to ensure that central offices and schools operate effectively and efficiently, and most importantly, that all work is aligned with district's goals. Working in district performance management offers an opportunity to impact performance at the central office and school levels, and benefit all of the district's students.

Project: Special Project Officer (Director Level)

The district is creating a comprehensive performance management system to align all work in the district with the district's goals for central office and school performance. The Special Project Officer will be responsible for developing and implementing numerous aspects of the system, including establishing the metrics that will guide district operations and the processes to monitor progress.

Specifically, the Special Project Officer will: (1) gather and analyze data to establish the metrics that will guide central office operations; (2) collaborate with departmental leaders to select critical metrics; (3) establish performance targets and monitor progress; (4) implement professional development for staff for the transition to the performance management environment; (5) perform ongoing analysis, data collection, and review of impact; and (6) determine how to scale-up performance management work in an efficient and cost-effective manner.

In addition, the Special Project Officer will be exposed to numerous aspects of high-level work in the district, working closely with high-level staff in as many as five departments.