

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: General/Project Management

Supervisor: Superintendent/Office of the Superintendent

Some districts create an introductory, rotational system to introduce new Broad Residents to various district departments, leaders and initiatives. Often, these projects – usually three to four months in scope – are the highest priority initiatives in the district, and offer an exciting opportunity to learn about the transformational work happening district-wide, as well as to work directly with high-ranking members of the leadership team.

Project A: Project Manager (Generalist)

The district has created a two- to three-month rotational project structure that will expose the Project Manager to numerous departments and specific schools within the district. Under the direction of the Superintendent, the Project Manager will be responsible for leading projects such as (1) creating a plan to cut \$2 million in transportation expenses; (2) identifying key performance indicators for the district's curriculum and instruction initiative; (3) working with principals to establish effective data teams to analyze and use data in the most impactful manner possible. The Project Manager will have the opportunity to receive regular feedback from the Superintendent, as well as to shadow the Superintendent at various functions.

Project B: Project Manager (Generalist)

Under the guidance of the Deputy Superintendent, the Project Manager will be responsible for numerous projects that are directly tied to the Superintendent's

goals and objectives for the district. Specifically, the Project Manager will lead projects such as (1) radically changing the district's portfolio of schools by transforming the process for new school creation and school closure; (2) developing an accountability framework for the district, to provide schools and teachers with real-time data to analyze student performance; and (3) creating and implementing a school-based budgeting system.

Project C: Project Manager (Generalist)

Under the direction of the Chief Administrative Officer, the Project Manager for the district will apply strong management and leadership skills to a variety of projects. During the first year of work, the Project Manager will rotate through district departments and perform three- to four-month assignments, and settle into a permanent role in the second year. Specifically, the Project Manager will be involved in projects such as (1) managing the annual budget planning process; (2) facilitating a cross-functional team around school openings and closings; and (3) leading a performance management team.

Project D: Project Manager (Director-level)

The Project Manager for the district is a Director-level position, and part of a small, collegial team within the Office of the Chief Academic Officer (CAO). The Project Manager will receive direct management from the CAO, and be responsible for numerous major projects. Specifically, the projects would include (1) developing and implementing the strategic vision for instructional technology for the district; (2) analyzing all academic programs within the district and developing a return-on-investment calculation to advise the district on where to spend funds; (3) developing and implementing a comprehensive, district-wide project management system.

Project E: Project Manager (Generalist)

The Project Manager will be responsible for various projects, including implementing the district's strategic plan and driving key initiatives. Under the guidance of the Chief of Staff, and as part of the Superintendent's team, the Project Manager will be responsible for the following projects (1) leading cross-functional teams such as operations, finance, and academics, that span the district; (2) implementing a transparent budgeting process; (3) leveraging data to determine the best supports for students; and (4) developing a communication strategy to drive change throughout the organization.