

Sample Role Summaries: Operations

To get a better understanding of the work Broad Residents perform, the summaries below are based on past Resident job descriptions. They describe the Resident's incoming projects and/or responsibilities at the time they were hired, but roles may evolve substantially during the two-year program.

These summaries are intended for informational purposes only. They are not necessarily examples of the roles that will be available this year.

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 or rethink the current system, (3) identify key metrics for success, (4) select transportation vendors, (5) implement methods to optimize bus and transportation routes and (6) develop the strategy to parental engagement with student registration, assignment and transportation.

Project B: School-Based Governance Reorganization

The district has recently been granted status by the state that provides significant flexibility in how we deliver teaching and learning, allowing for more decision making, innovation and governance to be driven at the school level. The Special Assistant to the Deputy Superintendent will facilitate working groups of subject-matter experts, research best practices and develop recommendations for district Cabinet and the Board of Education on two key subjects: (1) how the district will update the long-range plan for use, reuse and potential disposition of real property for administrative facilities and (2) how to utilize the scale economies of the District to provide services that are both efficient and effective and develop greater ownership, flexibility and participation at the local school level.

Project C: Facilities Management

As the right hand of the Chief Operating Officer, the Director of Operations will be responsible for managing multiple functional areas, including operations and facilities management. Specifically, the Director will (1) develop and implement a matrix management structure for team members providing non-instructional operations support to schools, (2) leverage technology to improve the organization's economies of scale, as well as maximize communication between schools and the operations office, (3) lead efforts to secure short- and long-term facilities, including securing funding and making facilities recommendations and (4) analyze and develop a long-term facilities staffing solution.

Project D: Budget Modeling

The Director of Budget will report to the Executive Director and be responsible for the organization's budget and financial-management practices, including (1) developing and implementing a new budget model, (2) identifying key gaps in performance and recommending strategies to improve performance, (3) making the budget transparent to the organization's stakeholders, (4) developing a clear accountability system, including an operational "dashboard" to assess performance and (5) strategizing how to effectively and rapidly scale operations.

Project E: Streamlining Operations

Reporting to the Cluster Director, The School Cluster Business Manager will be responsible for all non-academic operations of five schools, including finance and accounting, facilities, transportation, security, food services and maintenance. The Cluster Business Manager will also identify areas for cost savings by combining current services in individual schools to serve the entire cluster. In addition, the Cluster Business Manager will manage multiple relationships with staff, vendors and outside service providers and local government officials, as well as serve as a liaison to the schools, to ensure they operate at maximum efficiency and effectiveness.