

Sample Role Summaries: Project Management

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: Project Manager

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 and (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

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, (2) developing an accountability framework for the district that provides 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 (Director-level)

The Project Manager for the district is part of a small, collegial team within the Office of the Chief Academic Officer. 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 non-core programs within the district and developing a return-on-investment calculation to advise the district on where to spend funds and (3) developing and implementing a comprehensive, district-wide project management system.

Project D: Project Manager

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 (1) leading cross-functional teams that span the district, such as operations, finance and academics, (2) implementing a transparent budgeting process, (3) leveraging data to identify the best supports for students and (4) developing a communication strategy to drive change throughout the organization.