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## **LinkEd Public Schools CHIEF EXECUTIVE OFFICER**

### ***Reports to LinkEd Public School Board of Directors***

#### **Organizational Overview**

The Central Academy of Arts and Technology, founded by LinkEd Public Schools, is an independent public charter school located in the city of Bakersfield, California. Opening with grades TK-8 in 2023, the Central Academy of Arts and Technology (Caat) will add a new grade every school year up to 12th grade and implement a college preparatory arts and technical education where students actively engage in unique learning programs. We are an intentionally diverse, college-bound academy where we hold high expectations for our students, parents, leaders, teachers, and staff to ensure a supportive and successful learning environment.

#### **Job Overview**

The Chief Executive Officer (CEO) of the Central Academy of Arts and Technology (CAAT) is a strategic leader responsible for the overall success and direction of the school. The CEO will report directly to the Board of Directors and will be charged with ensuring that CAAT achieves its mission of providing high-quality education while maintaining compliance with all regulatory requirements. The CEO will oversee both operational and academic functions, working closely with the Principal and Board to implement strategic initiatives that promote student achievement and operational excellence.

#### **Key Responsibilities**

##### **Leadership and Strategy**

- Serve as the primary liaison between the Board of Directors and the school's administration, ensuring clear communication and alignment with the school's mission and strategic goals.
- Develop and implement policies and strategic plans in collaboration with the Board and its committees.

- Represent the school at local, state, and national levels to enhance CAAT's reputation and influence in the education and charter school communities.

### **Operational Management**

- Oversee all operational aspects of the school, including finance, compliance, enrollment, and facilities management.
- Ensure compliance with all district, state, and federal regulations and laws, including the Brown Act.
- Manage financial planning and reporting, including budget development, ADA reporting, and monthly financial statements to the Board.
- Maintain direct communication with legal counsel, consultants, and the district to manage relationships and ensure compliance with changing regulations.

### **Academic Leadership**

- Work closely with the Principal and academic team to support the development and implementation of rigorous curricula aligned with state standards.
- Oversee the evaluation and development of school leadership and instructional staff, ensuring high-quality instructional practices are in place.
- Support data-driven decision-making, including the administration and analysis of standardized testing and other assessments to guide strategic adjustments to the academic program.
- Lead efforts to set and achieve annual performance target goals, ensuring accountability for student outcomes.

### **Community Engagement and Advocacy**

- Build and maintain strong relationships with families, community members, and other stakeholders to foster a supportive school environment.
- Act as a spokesperson for the school, advocating for its mission and programs within the broader community.

### **Qualifications**

- Master's or Doctorate degree in education, business administration, or a related field, or equivalent work experience.
- Valid California administrative credential and teaching credential preferred.
- Minimum of seven years of experience in a senior leadership role within education, with a strong track record of managing both academic and operational functions.
- Demonstrated success in strategic planning, financial management, and compliance within an educational setting.
- Experience in leading high-performing teams and driving student achievement, particularly in high-poverty communities.

- Strong interpersonal and communication skills, with the ability to build trust and foster collaboration among diverse stakeholders.
- Commitment to equity, excellence, and innovation in education, with a passion for closing the achievement gap for all students.
- Proven ability to create and maintain high-functioning systems and processes that support the school's mission and goals.
- Personal qualities of integrity, humility, resilience, and a commitment to continuous improvement.

The CEO of CAAT will be a visionary leader who is dedicated to the success of all students and committed to fostering a culture of excellence, innovation, and inclusion within the school community.