



All interested applicants may submit their resume to resume@centralprivate.org.

Position: Chief Executive Officer/Executive Director

Position Summary:

Works at the direction of the Board of Directors and oversees the fiscal, educational, and operational areas of the upper and lower schools. The CEO has all executive and administrative powers and duties in connection with the overall operation of the school.

Critical Responsibilities of the CEO:

- Accept leadership accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies of Central Private.
- Ensure legal and ethical integrity at CPS.
- Recruit, manage, evaluate, provide leadership to, and inspire the leadership team, including Heads of School.
- Execute all decisions approved by the Board. Understand that authority resides with the Board, organizational bylaws, Articles of Incorporation, and state and federal law.

Job Requirements:

- Minimum: Bachelor's degree or 5 years of experience in an operations manager or director role
- Preferred: Master's in business administration
- Demonstrated record of leadership
- At least three years of demonstrated and successful record of prior employment in an operational capacity preferably in an educational environment
- Knowledge of and experience with school facilities and relevant technologies
- Commitment to continuous improvement and learning through professional development

Communication

Maintain a visible and accessible presence to the Central Private families and the local communities. Provide responsive and anticipatory communication with transparency, trust, and integrity understanding that this is an institution funded by the stakeholders and thus all CPS employees are "servants" in the best meaning of the term. Provide the Board with regular updates of the schools' activities regarding curriculum implementation, board directives, and fiscal matters. Provide timely communication to the Board, staff, local community, local school families, and state and federal agencies.

Comprehensive Planning

Work with the Board and Leadership Team to create, refine, and implement a comprehensive plan that develops a stable, sustainable organization for the success of Central Private and the stakeholders it serves. Assist the Board President in the development of Board agenda. Attend all Board meetings. Provide guidance to the Board and assist in decision-making. Work with the Board and the Heads of School as a "governance advisory team" and ensure collective responsibility for building a unity of purpose, communicating a common vision, and creating a positive organizational culture. Evaluates all school management systems, annual goals and objectives in conjunction with faculty, the board and parents on an annual basis. Develop plans for continuous quality improvements.

Culture Development

Preserve and promote the vision, mission, core values, and culture of the Central Private community. Supervise and direct the school's day-to-day activities and affairs. Value and support private education as community completion alternative to public-funded education. Position Central Private as a premier provider of alternative education choice, promoting the unique qualities of the school within the community. Foster a culture of excellence that is aligned with the legal requirements of Louisiana and in keeping with the mission of Central Private.

Human Resources

Develops policies for employment, employee relations, benefits and services, safety consciousness, performance appraisal and salary administration of all employees. Collaborate with the Leadership Team to strategize, develop, and implement plans for staff development, staff participation in decision making, and establishing career paths within the organization. Oversee the development and execution of consistent and fair personnel policies and procedures, including grievance procedures. Oversee staff recruiting, training, and the development of hiring practices. Oversee and develop evaluation protocols for all teachers, staff, and Leadership Team. Directly manage, recruit, and evaluate the Leadership Team.

Operations and Finance

Oversee all organizational operations including budgeting, accounting, human resources, contract management, facilities, and compliance. Work with the Board to set economic objectives, financial and accounting policies. Manage facility acquisition, maintenance, and capital improvements. Provide, in conjunction with the Business Manager, financial reports to the Board, parish, state, and other agencies, as required. Oversee Central Private's income streams and provide direction for maintaining and seeking new funding sources for the school and its efforts. Lead and guide, in conjunction with the Advancement Director, the school's fundraising activities.

Academic Performance

In conjunction with the Heads of School, implement and instill best practices in education, instructional programs, and school operations. Make student-centered decisions that ensure

equitable education for all mission appropriate students. Promote the success of all students and support the efforts of the Board to keep Central Private focused on its mission of cultivating college ready graduates. Develop academic goals and performance benchmarks with instructional leaders. Execute sound performance management of instructional leaders to ensure student achievement gains are being realized. Ensure that academics, school culture and climate, community engagement, and external partnerships are positive, effective, and tightly aligned to the mission and goals.

Relationship Management

The Chief Executive Officer is under the direction of, and accountable to, the Board of Directors. Maintain a positive image of Central Private. Be the face of the school to the external community. Build a strong, positive relationship between the organization and its governing board, employees, students, families, and the broader community. Maintain a strong relationship with the community schools around Central Private. Lead funding and development efforts for Central Private.