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## **Chief Executive Officer - Job Description**

The Chief Executive Officer (CEO) works at direction of the Board of Directors and oversees fiscal, educational, and operational areas of Young Audiences Charter Association's (YACA) charter schools. The CEO is responsible for ensuring that the public charter schools' academic programs and operations are successful and faithful to the mission to prepare students for high school and beyond through a model supported with intensive integrated arts programs.

### **Responsibilities**

Accept leadership and accountability for continuous improvement and implementation of the mission, vision, goals, values, and policies.

Represent and communicate on behalf of the YACA and its schools at authorizing agencies, local school districts, local and state government agencies, and business partners, and as directed by the Board.

Maintain a visible and accessible presence to families and the local communities.

Ensure legal and ethical integrity.

Supervise and direct the day-to-day activities and affairs.

Recruit, manage, evaluate, lead, and inspire the Leadership Team.

Stay current on best practices in education, instructional programs, and charter school operations.

Execute all decisions approved by the Board.

### **Communication**

Develops and nurtures relationships with parents and community members.

Develops and nurtures relationships with local and national education leaders.

Provide the Board with regular updates of the schools' activities regarding curriculum implementation, board directives, and fiscal matters.



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Provide timely communication to local school districts and state and federal agencies.

### **Strategic Planning**

Work with the Board to establish and implement annual strategic planning and evaluation cycles.

### **Culture Development**

Preserve and promote the vision, mission, core values, and culture.

Value and support public charter education as an important alternative in public-funded education.

### **Human Resources**

Collaborate to 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 and training and the development of hiring practices.

Oversee and develop evaluation protocols for all teachers, school-based employees, and corporate staff.

Directly manage, recruit, and evaluate the Leadership Team.

### **Operations and Finance**

Oversee all operations including budgeting, accounting, human resources, contract management, and compliance.

Manage facility acquisition, maintenance, and renovation efforts.

Provide, in conjunction with the Chief Financial Officer, financial reports to the Board and county, state, and other agencies, as required.

Provide direction for maintaining and seeking new funding sources for YACA and its public charter



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schools.

### **Academic Performance**

Make student-centered decisions that ensure equitable education for all students.

Promote the success of all students and support the efforts of the Board to keep focused on learning and achievement.

Collaborate with the Chief Academic Officer to develop academic goals and performance benchmarks with instructional leaders.

Execute sound performance management of instructional leaders to ensure student achievement gains are being realized.

Build a high-performing, consistent, data-driven culture.

Ensure that academics, school culture and climate, community engagement, and external partnerships are positive, effective, and tightly aligned to the organization's mission and goals.

### **Relationship Management**

Maintain a positive image of YACA and its schools.

Build a strong, positive relationship between governing board, employees, students, families, and the broader community.

Lead funding and development efforts.

### **Required Qualifications**

- Passion for education and a commitment to serving children.
- Experience in managing and leading high performing teams, schools, school districts, private schools or non-education organizations including strategic development and operations.
- Demonstrated entrepreneurial drive with proven track record.
- Graduate degree in Education, Business, or related area.

### **Preferred Experience**

- Running successful schools.
- Leading a successful nonprofit.
- Designing and launching new schools.
- Direct classroom or instructional leadership.
- Successful fundraising.
- Launching new ventures or major initiatives especially in educational institutions.

RICKIE NUTIK

[rickie@ya4la.org](mailto:rickie@ya4la.org)

EDUCATION:

CONCORDIA UNIVERSITY (MONTREAL, QUEBEC)

BA (ENGLISH)

MCGILL UNIVERSITY (MONTREAL, QUEBEC)

CLASS ONE CERTIFICATION IN SECONDARY ED

PROFESSIONAL EXPERIENCE:

CHIEF EXECUTIVE OFFICER: YOUNG AUDIENCES OF LOUISIANA 1990-PRESENT

30 YEARS OF LEADERSHIP IN EDUCATION AND ARTS EDUCATION

- INCREASED ANNUAL BUDGET FROM \$200,000 TO 2.2 MILLION
- MANAGES OVER 200 INDEPENDENT CONTRACTORS AND 22 FULL TIME STAFF
- EXPANDED THE NUMBER OF PROGRAMS ANNUAL SERVING CHILDREN FROM 1000 TO 60,000
- MANAGED THE TRANSITION FROM LOCAL TO STATE ORGANIZATION
- HOSTED 2 NATIONAL YOUNG AUDIENCES CONFERENCES
- INTRODUCED NEW EDUCATIONAL INITIATIVES INCLUDING AFTERSCHOOL PROGRAMMING AND EARLY CHILDHOOD WHICH BROADENED OUR OUTREACH
- STRENGTHENED EARLY CHILDHOOD PROGRAMMING BY BECOMING A REGIONAL WOLFTRAP INSTITUTE FOR EARLY LERNING THROUGH THE ARTS AFFILIATE
- RECEIVED 2 PROFESSIONAL DEVELOPMENT ARTS EDUCATION (PDAE)DEPARTMENT OF EDUCATION GRANTS (2013, 2017) TO HELP TEACHERS INTEGRATE THE ARTS INTO THEIR CURRICULUM-THE 2017 GRANT WAS AWARDED 35/36 SCORE WHICH WAS THE HIGHEST IN THE NATION
- FOUNDED AN ARTS INTEGRATED CHARTER IN JEFFERSON PARISH IN 2013 BASED ON AN ARTS INTEGRATED MODEL
- DESIGNED A MODEL FOR AN ARTS, RECREATION, AND SPORTS AFTERSCHOOL PROGRAM WHICH HAS RECEIVED YEARLY FUNDING THROUGH 21<sup>ST</sup> CENTURY COMMUNITIES LEARNING CENTERS (21<sup>ST</sup> CCLC) AND HAS BEEN EVALUATED AND RATED AS AN EXEMPLORY PROGRAM
- SERVES ON EDUCATION COMMITTEE OF THE NATIONAL YOUNG AUDIENCES BOARD OF DIRECTORS AND ADVISED ON NATIONAL ARTS STANDARDS

HIGH SCHOOL TEACHER: ENGLISH & DRAMA

1983-1985

WESTERN LAVAL HIGH SCHOOL, MONTREAL

HIGH SCHOOL TEACHER: ENGLISH & DRAMA

1975-1983

METAIRIE COUNTRY DAY SCHOOL, NEW ORLEANS

CIVIC ACTIVITIES & AWARDS:

- SERVED ON THE LOUISIANA PHILHARMONIC BOARD OF DIRECTORS
- CHAIRED OVERTURE TO THE CULTURAL SEASON (ORGANIZATION PROVIDED SCHOLARSHIPS TO TALENTED YOUNG ARTISTS IN NEED OF SUPPORT)
- PAST PRESIDENT OF TOURO SYNAGOGUE
- PAST PRESIDENT OF JEWISH ENDOWMENT FOUNDATION (RESPONSIBLE FOR ASSETS OF OVER \$40 MILLION DOLLARS)
- SERVED ON PARENTS COUNCIL FOR WASHINGTON UNIVERSITY
- MAYOR'S CONFERENCE ON WOMEN HONOREE
- RECIPIENT OF JEF ENDOWMENT AWARD
- CITY BUSINESS OUTSTANDING PROFESSIONAL WOMAN HONOREE
- OUTSTANDING YOUNG AUDIENCES AFFILIATE