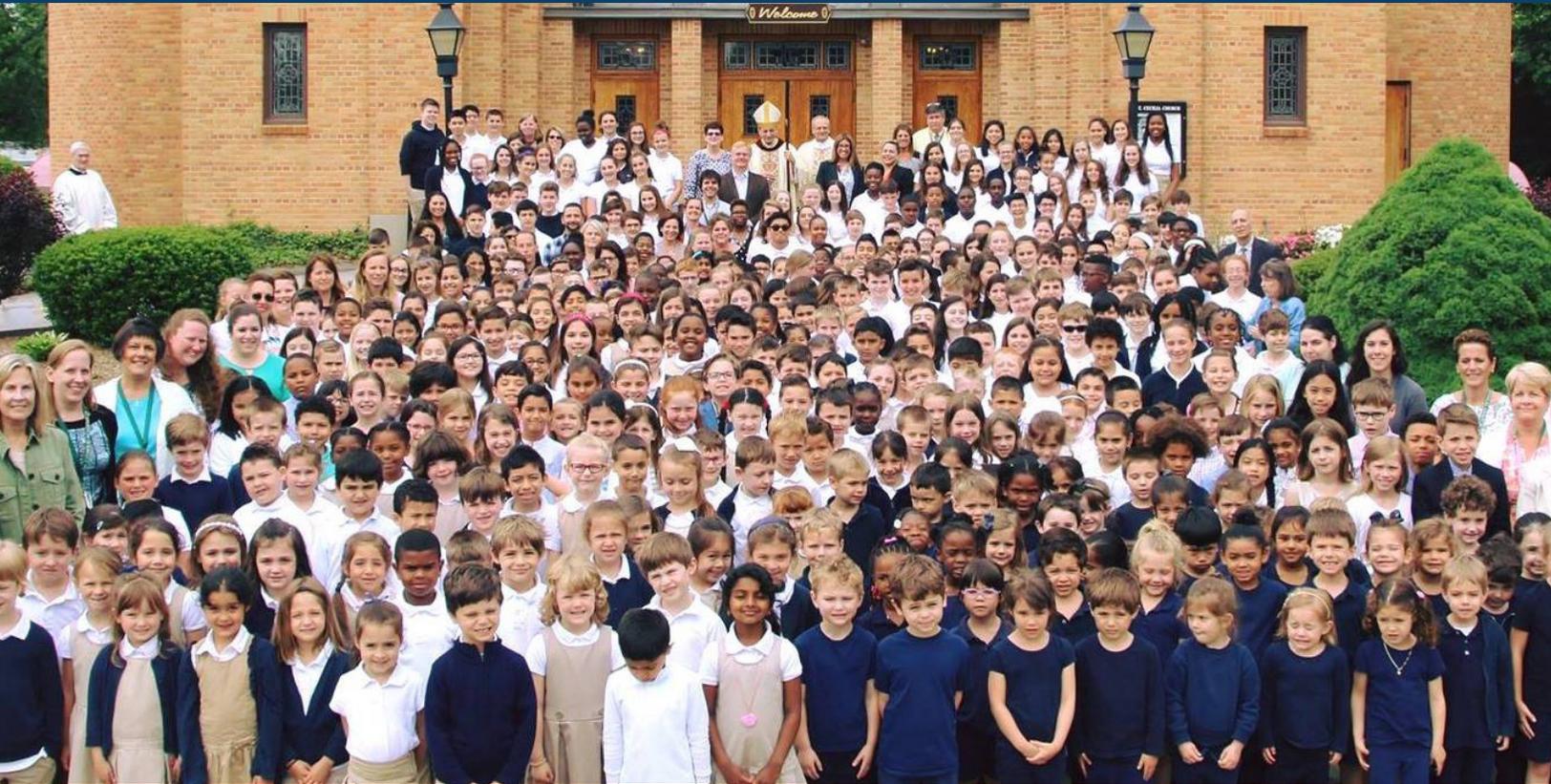




Diocese of Bridgeport Catholic Schools  
238 Jewett Avenue  
Bridgeport, CT 06606



Principal, The Catholic Academy of Stamford, Upper School  
Stamford, CT  
Start date: Immediate

[DioceseOfBridgeportCatholicSchools.com](http://DioceseOfBridgeportCatholicSchools.com)



## Diocese of Bridgeport Catholic Schools

The following principles provide a vision for all Catholic Schools in the Diocese of Bridgeport:

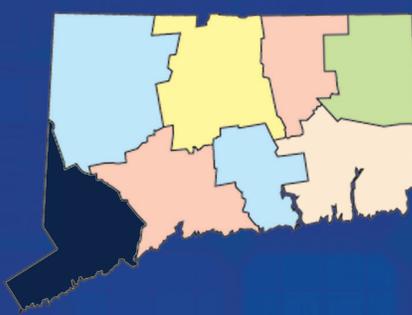
- Catholic Schools are considered a vital mission of the Diocese as they form, inform, and transform the lives of young people in the Catholic faith.
- Catholic schools are Christ centered and have as their primary mission the education and evangelization of students, families, and staff with the goal of nurturing a commitment to missionary discipleship.
- Catholic Schools recognize the dignity of every child and challenge students to fully develop their God-given gifts and talents.
- Catholic Schools are safe and nurturing environments that are family oriented and encourage students to respect life and serve others.
- Catholic Schools are staffed by administrators, teachers, and other professionals who are called to be formed as authentic and intentional witnesses as they fulfill their role as catechists of the Catholic faith.



### *Diocese of Bridgeport Catholic Schools* **MISSION STATEMENT**

Rooted in the Catholic Faith, Catholic Schools in the Diocese of Bridgeport are Christ-centered communities which embrace the dignity and uniqueness of every child and challenge all students to develop their God-given gifts and talents. Each Catholic school is a place where young people are informed by the truths of our world, formed by the values that will help them to mature spiritually and transformed by a vibrant faith that will lead them to become educated and articulate citizens of the world with a commitment to serve the Lord as missionary disciples.

# OUR CATHOLIC SCHOOLS



## DANBURY

*St. Gregory the Great School  
St. Peter School  
St. Joseph School*

## BETHEL

*St. Mary School*

## RIDGEFIELD

*St. Mary School*

## WILTON

*Our Lady of Fatima School*

## NEW CANAAN

*St. Aloysius School*

## STAMFORD

*Catholic Academy of Stamford  
Upper and Lower*

## GREENWICH

*Greenwich Catholic School*

## BROOKFIELD

*St. Joseph School*

## NEWTOWN

*St. Rose School*

## TRUMBULL

*St. Catherine of Siena School  
St. Theresa School*

## SHELTON

*Holy Trinity Catholic Academy*

## STRATFORD

*St. James School  
St. Mark School*

## NORWALK

*All Saints School*

## FAIRFIELD

*Assumption Catholic School  
St. Thomas Aquinas School*

## BRIDGEPORT

*Catholic Academy of Bridgeport  
St. Andrew Academy  
St. Ann Academy  
St. Augustine Academy  
St. Raphael Academy*

# History

The Catholic Academy of Stamford was founded in 2017. After an extensive study of the four Catholic elementary schools in Stamford, Bishop Frank Caggiano made the decision to close the schools of Saint Cecilia, Holy Spirit, Our Lady Star of the Sea and Trinity Catholic Middle School and create one, new, flagship elementary school PK – 8 on one campus. Located in the historic Newfield section of Stamford on the campus of Trinity Catholic High School and the St. John Fischer Seminary, we are a Pre-Kindergarten through Eighth Grade Catholic Elementary School under the jurisdiction of the Diocese of Bridgeport and the Board of Directors of the corporation known as “The Catholic Academy of Stamford.” The curriculum stresses superior academic achievement within a Catholic community where every child knows that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students come to an understanding of the Christian life. At The Catholic Academy of Stamford, we are attempting to “teach as Jesus did.” The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas.

# Philosophy

The community of The Catholic Academy of Stamford believes that our primary purpose is to prepare our students academically and spiritually to become good Christians. We believe that goals of academic excellence must espouse a value system based on Gospel truths and Catholic beliefs. Motivated by a spirit of compassion and charity, students are encouraged to assume leadership roles that will promote truth and justice. The Catholic Academy of Stamford faculty believes that a complete education includes a religious dimension with Christ as the foundation of the entire educational process.



Our philosophy is based on a code of Christian conduct. As disciples of Christ, we exist to nurture our students. This nurturing leads our students to a clearer and more personal understanding of the teachings of Jesus Christ and His Church. Furthermore, this nurturing promotes a sense of respect within the community while instilling moral and social values which prompts our students to seek and to exercise sound judgment. By adhering to this code, we strive as a community to teach our students to bear witness to Christian beliefs and values.

The curriculum is directed toward these ends. We are cognizant of the unique background and creativity of each student and the variations in individual patterns of maturation, motivation, and development. These components of the student are coupled with the needs of our country's secular, democratic society to give our school its impetus. This impetus provides education in an atmosphere that guides, inspires, and leads students to achieve excellence and to search continually for methods of personal improvement.

Vital to the success of this community of faith is the commitment of our parents and clergy who share common goals with faculty and students. These goals help our students achieve personal academic excellence while they develop the fullness of their spiritual lives. This membership in the community of faith leads its members to build and strengthen The Catholic Academy of Stamford as a source of service and commitment to peace in our global society. This membership enables all who are part of our community to become effective messengers for Christ in the twenty-first century.

[www.catholicacademystamford.org](http://www.catholicacademystamford.org)



THE CATHOLIC ACADEMY  
OF STAMFORD

### *The Catholic Academy of Stamford* **MISSION STATEMENT**

The Catholic Academy of Stamford forms and nurtures its children in the Gospel Values of our Catholic Faith. We educate in a superior academic environment which challenges its children to discover and fully develop their unique abilities and talents. Our students are encouraged to love God, learning and one another.

## Job Description

The Catholic Academy of Stamford, Upper School principal is hired by the board of directors and the head of school and is directly responsible to the head of school for administering the spiritual, educational and co-curricular programs of the school in a manner consistent with the school's mission and philosophy in accordance with policies established by the Diocese of Bridgeport and the board of directors of The Catholic Academy of Stamford and Trinity Catholic High School.

The principal is the educational, instructional and spiritual leader of the school and officially represents the school with educational authority to the head of school, the board of directors, the Office of the Superintendent, and the Diocese of Bridgeport.

## Overview

- The principal is responsible for the continuing Catholic faith formation of the faculty and the students, the school's educational and co-curricular programs, and managing the day-to-day operations of the school.
- The principal is a practicing Roman Catholic in good standing with the Catholic Church.
- The principal will help establish the vision of learning.
- The principal will partner with the head of school in cultivating and leveraging key relationships and partnerships within and outside the school with the goal of making education at the school sustainable.
- It is the principal's duty to keep the head of school informed at all times of the current status of the school and its students and faculty and to work cooperatively with the head of school and the board of directors in the development of school priorities.

## Duties and Responsibilities

- Give clear educational, faith and moral leadership by providing direction to fulfill the mission of the school by regularly holding faculty meetings, speaking to students and parents, and communicating with the school's constituencies about the mission, values, culture, goals, and expectations of the school as a Catholic educational institution in the Diocese of Bridgeport.

- Regularly meet with the head of school and report on matters requiring their attention.
- Assign administrative and teaching duties, and provide for supervision, job descriptions, and annual evaluation procedures for all employees that report to the principal.
- Provide for ongoing professional development of the faculty and staff.
- Hire and terminate all employees reporting to the principal, with the approval of the head of school and the board of directors as appropriate.
- Delegate responsibilities appropriately and appoint committees and councils to advise and assist in achieving the Catholic educational mission of the school.
- Develop the school's master schedule, annual calendar, and daily schedule, as well as coordinate the scheduling of all school related activities with the approval of the head of school.
- Work with the head of school, the business manager, and the finance committee of the board of directors in the development of the annual budget; and monitor compliance to and fiscal control over the budget for staff development, school administration, co-curricular programs, and academic departments.
- Supervise and maintain a sound disciplinary system to ensure an appropriate educational climate as prepared by the head of school.

Represent the school in all official functions relating to the educational community and project a positive image of the school in the community.

- Coordinate and supervise all state and federally funded school programs with the approval of the head of school.
- Make decisions in the admission and dismissal of students in accordance with the school's policies and procedures.
- Participate in leadership activities including those of the Office of the Superintendent and the Diocese of Bridgeport.
- Be available, accessible and effective in communications with parents, students and the broad constituency of the school. Be present at all school events sponsored by the Parent Volunteer Group (elementary) or Home School Association (high school).
- Perform other duties as assigned by the head of school appropriate to the position of Principal.

## Desired Qualities

- Working knowledge of and a strong commitment to the mission of the Catholic Church.
- Must be a practicing Roman Catholic in good standing with the Church.
- Excellent communications skills including written, verbal, public speaking and presentation skills.
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player.
- Be available for evening/weekend meetings/events as necessary.
- Be able to manage multiple tasks simultaneously.
- Proficiency in the use of computer technology including Microsoft Office and related educational technology.
- Previous Catholic School experience.
- Masters Degree.
- Valid Administrator's Certification for the state of Connecticut or another state.



## To Apply

Given the desire for the new Principal to be in place well before the start of the new 2018 academic year, candidates are encouraged to submit their materials as soon as possible but no later than June 14, 2018.

Interested and qualified candidates should submit electronically as separate documents (preferably as PDFs) the following materials:

Formal cover letter expressing interest in the position and aligning your skills and experiences with the leadership needs of The Catholic Academy of Stamford, as stipulated above;

Current résumé with all appropriate dates;

Brief statement of educational or leadership philosophy and practice;

List of at least five references with name, title, phone number and email address of each (References will not be contacted until a serious mutual interest is established, and not without the candidate's permission).

All materials should be addressed to Dr. Steven Cheeseman, Superintendent of Schools, and emailed to Madelyn Pesci, Executive Assitant to the Superintendent, at [mpesci@diobpt.org](mailto:mpesci@diobpt.org).

