



**DIOCESE OF BRIDGEPORT
CATHOLIC SCHOOLS**
FORMING hearts. INFORMING minds. TRANSFORMING lives.

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



Principal, Kolbe Cathedral High School
Bridgeport, CT
Start date: Summer 2019

www.DOBCatholicSchools.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 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
Immaculate High 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
Trinity Catholic High School*

GREENWICH

Greenwich Catholic School

BROOKFIELD

St. Joseph Catholic Academy

NEWTOWN

St. Rose of Lima School

TRUMBULL

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

SHELTON

Holy Trinity Catholic Academy

STRATFORD

*St. James School
St. Mark School*

BRIDGEPORT

*Catholic Academy of Bridgeport
St. Andrew Academy
St. Ann Academy
St. Augustine Academy
St. Raphael Academy
Kolbe Cathedral High School*

NORWALK

All Saints School

FAIRFIELD

*Assumption Catholic School
St. Thomas Aquinas School
Notre Dame High School*



Kolbe Cathedral High School, Bridgeport, CT

Bridgeport, the most populous city in the state of Connecticut, is located on Long Island Sound and was originally a part of the township of Stratford. The first recorded settlement here was made in 1659. The city was not chartered until 1836.

Bridgeport's location on the deep Black Rock Harbor supported shipbuilding and whaling endeavors in the mid 19th century. Its advantageous geographic location encouraged the early settlers to shift from agrarian to mercantile and manufacturing pursuits. The city grew from a whaling center into an industrial center after the opening of the railroad in 1840.

Today, Bridgeport is a vibrant and diverse city that is reinventing itself as an urban center. Boasting great restaurants, a sports entertainment arena, and plenty of family fun activities, including Connecticut's only accredited Zoo at Beardsley Park. Both Beardsley Park and Seaside Park on the Long Island Sound were designed by Central Park creator, Frederick Law Olmsted, and are just two of the many attractions to be found in this seaside city.

About

The early 1960's marked the opening of several Catholic Secondary Schools in the Diocese of Bridgeport. Kolbe Boys High School and Cathedral Girls High School were among them. Kolbe was staffed by the Franciscans and Cathedral by the Daughters of the Holy Spirit. In June 1976 Bishop Walter Curtis merged the two schools into a co-educational secondary school named Kolbe Cathedral High School. Thirty-nine years later Kolbe Cathedral High School continues to thrive, having blended the traditions of both schools into a strong, diverse, value centered college preparatory school. Kolbe Cathedral High School is a four-year urban high school established by the



Diocese of Bridgeport dedicated to serving a diverse, multicultural population. It currently has an enrollment of about 300 students. Kolbe Cathedral High School is fully accredited by the New England Association of Schools and Colleges (NEASC) and the Connecticut Department of Education. The professional staff includes religious and lay members. Admission is open to all students who, on the basis of a placement test and admission process, qualify for admission.

Highlights

Special Programs:

Honors Program, NHS Peer Tutoring Program, Engineering and Biomedical Science Entrepreneurship, Mobile Computer Science Principles, Housatonic Community College Advanced Manufacturing Program (HCCAMP), as well as a connection with Fairfield University for advanced educational opportunities.

Athletics:

Soccer, Volleyball, Basketball, Cross Country, Track, Bowling, Cheerleading, Baseball, and Softball

Extra Curricular Activities:

Student Council, Yearbook, Choir, Writing Club, Youth & Government, BuildOn, Book Club, Multicultural Club, National Honor Society, French National Honor Society, Spanish Honor Society, S.A.D.D and Class Officer, The G.I.F.T. Club, Art Club, Gaming Club

www.kolbecaths.org



Job Description

The Kolbe Cathedral High School Principal is the leader of the school and is appointed by the Bishop of the Diocese of Bridgeport, reports to the Superintendent of Schools and the Board of Directors, works collaboratively with the Pastor and Parent Association. The highest priority of the Principal is the building of a Christian community of faith that provides for the spiritual, moral, educational, intellectual, aesthetical, emotional, social, and physical needs of the students in the school.

Overview

- The Principal's goal is to provide effective leadership in fulfilling and communicating the mission of the school to all constituents.
- The Principal is the overall leader and facilitator of the community of faith and bears responsibility for the integrity and practice of the spiritual life of the school.
- The Principal is responsible for maintaining and developing academic excellence, as well as providing ample programs to meet the faith formation and co-curricular and extra-curricular needs of the students.
- The Principal, assisted by the Business Manager and Bookkeeper, has the general charge and control of personnel and budget, and its business affairs.
- The Principal, in conjunction with the Board of Directors, has the general charge of advancement programs; and is ultimately responsible for enrollment and fundraising.

Kolbe Cathedral High School MISSION STATEMENT

The mission is to empower students with knowledge, skills and Catholic values. Members of the school community are expected to "Work Hard and Be Nice." The school and family form a partnership to foster the development of young Christian men and women academically, spiritually, socially, emotionally, and physically. Successful completion of four years at Kolbe Cathedral produces an individual who exhibits caring for others in the spirit of Christianity, sharing of knowledge, skills and talents for the good of others, and strength of character that dares to make a difference by living the Gospel message.

Duties and Responsibilities

- To ensure the Catholic Identity of the school.
- To act as the educational leader of the school, responsible for its day-to-day operation; to direct the activities of the school's instructional and non-instructional staff in the performance of their duties.
- To function as the chief articulator of the school's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- To observe, supervise, and help evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process, and to review and evaluate the academic programs.
- To provide an orderly, controlled environment in which learning can take place and where a school climate is supportive and reflects our Catholic Identity.
- To be aware of the educational, physical, social, and psychological needs of the members of our school community and to develop plans for meeting these needs.
- To direct the hiring, supervision, and evaluation of the teaching faculty. The Principal also provides direction of the instructional programs and for continuing staff and professional development.
- To conduct regular meetings with faculty which will deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest.
- To oversee the coordination of the co-curricular and extra-curricular activity programs of the school.
- To provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- To be a visible presence in all areas of the school.
- To prepare a master school class schedule and to assign teachers and students to classes and other obligations.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To perform other duties as assigned.

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.
- Experience in urban education, preferably as an administrator.
- 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 leadership 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 before the start of the new 2019 academic year, candidates are encouraged to submit their materials immediately. The position will remain open until filled.

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 Kolbe Cathedral High School, as stipulated above;

Current resume 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 Pat Bell, Executive Assistant to the Superintendent, at pbell@diobpt.org.

