

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



Principal, Saint Mary School
Ridgefield, CT
Start date: Summer 2022

Diocese of Bridgeport Catholic Schools

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

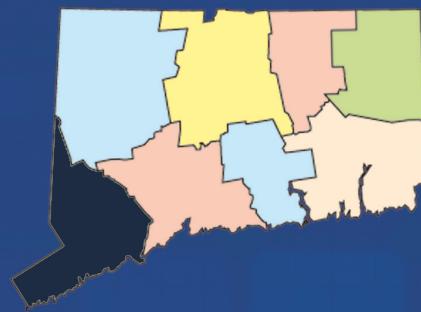
- Catholic Schools are considered a vital mission of the Diocese as they form, inform, and transform the lives of young people in the Catholic faith.
- Catholic schools are Christ-centered and have as their primary mission the education and evangelization of students, families, and staff with the goal 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

BETHEL

St. Mary School

RIDGEFIELD

Saint Mary School

WILTON

Our Lady of Fatima Catholic Academy

NEW CANAAN

St. Aloysius School

STAMFORD

Catholic Academy of Stamford

GREENWICH

Greenwich Catholic School

NEWTOWN

St. Rose of Lima 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

BRIDGEPORT

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

FAIRFIELD

Assumption Catholic School
St. Thomas Aquinas School



Saint Mary School, Ridgefield, CT

In 1954, Saint Mary Parish purchased land on High Ridge Avenue for a school and opened Saint Mary School with first through third grades in temporary quarters. The new school building, completed in June 1956, was designed for 400 pupils. By the late 1960s, enrollment had increased significantly, and a new addition was constructed to accommodate a student body of 600 students. The school was closed due to a lack of teaching nuns in June 1971.

In September 1996, 20 children entered kindergarten at the rededicated Saint Mary School. One grade was added each year, and, in 2005, the first 8th grade class of the "new" Saint Mary School graduated.

During the 2016-17 school year, the Saint Mary community celebrated the 20th Anniversary of the re-opening of Saint Mary School. And at the start of the 2017-18 school year, a strategic planning process, We are Called, was begun to ensure the future success of Saint Mary School.

Today a faith based curriculum is the foundation for the school's academic excellence, complemented with state-of-the-art instructional technology as well as advanced science and math programming. Consistent with other Catholic schools in Fairfield County with US Department of Education Blue Ribbon designation, the school's academic program includes curriculum mapping, differentiated instruction, and ongoing faculty professional development to ensure students continue to meet and exceed state proficiency tests in reading and math. We continue to actively work on its mission and rigorous curriculum that is designed to support the needs of 21st-century students.

One of the major innovations that we have embraced in our educational mission is the use of "personalized blended learning." Simply put, this model blends traditional classroom instruction with an online diagnostic set of tools that allow teachers to understand the mechanics of how each student learns (personalized approach),



allowing the teacher to give direct assistance in those areas that a student may find challenging, all the while allowing the same student to excel in areas that he or she can understand easily.

Saint Mary School encourages the children to develop their unique gifts and talents intellectually, physically, and spiritually. They build upon their individual strengths, basic skills, and knowledge to help each child reach their potential. As a part of the eighth grade program, each student presents a Capstone Project before graduation. The project helps students develop their organizational, time management, and communication skills. In addition to the curriculum, the academic week is enriched by classes in world language (French and Spanish), art, music, and physical education. They begin every day with prayer, attend Mass together regularly, and provide opportunities for classes to engage in prayer services.

In all grade levels, students develop knowledge of Sacred Scripture, Sacraments, Catholic Doctrine, Liturgy and Worship. Students learn firsthand how to live a life of service to God by participating in school wide community service projects that extend to organizations as well as the greater global community.

Saint Mary School offers opportunities for involvement in clubs such as Debate Team, Kids Can Cook, Become a Mad Scientists, Kindness Club, Lego Robotics, Band and Strings, Choir, Cheerleading, and many more student programs and clubs. In addition, there is also a thriving before and after care program staffed by the teachers.

Saint Mary School admits students of any race, color, national and ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

We are accredited by NEASC (New England Association of Schools & Colleges) and the State of Connecticut.

smsridgefield.org



Job Description

The Saint Mary 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 works collaboratively with the Pastor, School Advisory Board (SAB), and Home School Association (HSA). The highest priority of the Principal is the building of a Catholic 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 assisted by the SAB, HSA, and the Coordinators of Advancement and Enrollment (if applicable), has the general charge of advancement programs; and is ultimately responsible for enrollment and fundraising.
- The Principal is evaluated by the Office of the Superintendent of Schools with input from key school constituents including the chair of the SAB, HSA, and the faculty and staff.

Saint Mary School MISSION STATEMENT

Saint Mary School is committed to academic excellence, a strong faith-based education, and a nurturing community environment where students thrive intellectually, spiritually, and socially.

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 make recommendations to the Superintendent regarding the hiring, retention, and assignment of faculty.
- 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.
- 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, Google Suite, 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 2022 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 Saint Mary 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 Sharon Luciano, Executive Assistant to the Superintendent, at Sharon.Luciano@diobpt.org.

