



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

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



Head of School, All Saints Catholic School
Norwalk, CT
Start date: Summer 2022

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*

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*



All Saints Catholic School, Norwalk, CT

All Saints Catholic School (ASCS) was established in March of 1990 when Diocese of Bridgeport merged three Norwalk Catholic elementary schools. On July 1, 1990, the newly formed regional school was officially located in the facility that had been Central Catholic High School.

ASCS opened in September 1990 with an enrollment of 515 students in Preschool through Grade 8. With the closing of Assumption School in Westport in June 1991, the Norwalk region expanded beyond the seven parishes in Norwalk to include the two parishes in Westport. All Saints Catholic School became the first Catholic elementary school in the Diocese of Bridgeport to be accredited by the New England Association of Schools and Colleges in 1994.

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 tests in reading and math. They 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 they 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.



ASCS 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 his/her potential. All Saints is located on a 5-acre campus, with playing fields and a full outdoor track. Inside, students enjoy state-of-the-art STEAM classroom, Innovation Center, Maker Space, and Library Media Center. In addition to the curriculum, the academic week is enriched by classes in world language, 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.

ASCS offers opportunities for involvement in clubs such as Band and Strings, Cheerleading, Chess Club, Drama Club, and many more student programs and clubs.

ASCS suburban location draws a diverse population from all income levels and ethnic backgrounds serving a modest population of Hispanic, Haitian and Filipino families from the Norwalk/Stamford area.

ASCS 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.

allsaintsnorwalk.com

All Saints Catholic School MISSION STATEMENT

All Saints Catholic School is committed to providing an education that strives to enable students to love God and supports the development of body, mind, spirit and service to others.

All Saints Catholic School PHILOSOPHY

The philosophy of All Saints Catholic School flows from the school's position in the Roman Catholic Church. The School perceives its serious obligation to provide a Christian and intellectually stimulating environment in which the students are guided to develop their highest potential.

We believe that each member of our school community is a unique person whose abilities and gifts, given by God, are to be recognized and developed.

We strive to create a curriculum which provides for the growth of wholeness in each child, and the guidance to assist in their development as total persons: spiritually, morally, intellectually, physically, and socially.

Job Description

The head of school for All Saints Catholic School is the chief administrative officer of the school and, under the supervision of the Superintendent, collaborates with the Principal and the Advisory Board to promote the mission of the school. The head of school fosters the traditions, relationships, and practices that determine the school's climate and culture. The head of school provides visionary leadership to the school, assuring the success of its organization, fund development and enrollment management. The head of school is the spokesperson for the school with all its internal and external constituencies including students, parents, faculty, staff, alumni, neighbors, business community, governmental agencies, and local, state, regional and national educational organizations and accrediting agencies.

General Responsibilities

- The head of school serves the school in a professional manner and acts in accordance with Catholic doctrine and moral teachings.
- The head of school is directly responsible for ensuring sufficient resources, sound fiscal management and financial stability through direct oversight of the business operations, development/advancement, alumnae, community relations and enrollment management activities.
- The head of school ensures the implementation and administration of the academic, educational, co-curricular and spiritual programs of ASCS through direct oversight of the principal.
- Working collaboratively with the school's principal, and the administrative staff, the head of school ensures that Catholic values permeate the entire curriculum. These Catholic values emphasize the dignity of all students and the sanctity of life. They provide a spiritual basis for all relationships and decision-making.
- The head of school is the chief spokesperson for the school, provides visible, personal leadership to the school community and articulates and promotes the programs to the school community and the external public.

Catholic Identity

- Directs the process by which the school arrives at the statement of Vision, Mission, and Philosophy; implements the process by which these are periodically reviewed and evaluated.
- In collaboration with the principal, exercises a leadership role in ensuring that the mission, vision and philosophy statements are incorporated into all school planning, programs, policies and activities.
- Models a Catholic lifestyle for the school community, is prayerful and faith-filled and committed to personal spiritual growth.
- Is loyal to the Catholic Church and accepts its teachings according to its magisterium and as taught in the catechism of the Catholic Church.
- Ensures that Catholic teachings, values and traditions are integrated into school policies, procedures and practices.
- Cultivates parent/guardian partnerships to advance the mission of the school and the ministry of Catholic education.
- Promotes a culture of dignity and respect for each member of the school community.



Institutional Advancement

- Participates in leadership activities in the school, the community and in the diocese.
- Ensures appropriate communications with external constituents regarding the purpose and programs of the school.
- Demonstrates the ability to work successfully with diverse institutional stakeholders.
- Prepares and implements an annual, comprehensive development/ advancement plan.
- Organizes the duties and procedures of the business, advancement, and admissions offices.
- Supervises the Annual Fund drives and special fundraising events.
- Reviews and evaluates school marketing efforts to ensure the positive image of the school in the local community.
- Designs and implements communication strategies to ensure that the bishop, the superintendent of schools, the principal, faculty, staff, school families and the local community are informed about the school.
- Promotes cooperation with local parishes and community groups and assists in the recruitment of students.
- Prepares an annual comprehensive enrollment management plan, including admission and retention plans and programs.
- Provides leadership in the cultivation and solicitation of benefactors and donors.
- Participates in and monitors the school's alumni relations programs.



School Viability

- Develops a strategic, long range plan to promote the mission of the schools, their Catholic identity, fiscal well-being and ongoing school improvement.
- Ensures that the school operates within the strategic, long-range plan and directs assessment of the faithful implementation of the plan.
- Ensures that the guidelines established by the Office of Safe Environments of the Diocese of Bridgeport are promulgated, understood and followed by all employees and volunteers at the school.
- Hires, supervises, and evaluates the principal (in cooperation with the superintendent) and all school personnel whose roles support the head of school's major areas of responsibility. i.e.: advancement director, alumni director, business manager and admissions director.
- Ensures that exit interviews of students, parents, faculty/staff and administrators are conducted.
- Takes responsibility for the sound stewardship and fiscal integrity of the school.
- Prepares the annual school budget in collaboration with the finance committees of the advisory board, the business manager, and the principal and supervises its implementation.
- Implements diocesan and local financial policies and procedures for the collection and disbursement of school funds.
- Monitors tuition assistance and scholarship programs.
- Maintains overall responsibility for the school's legal compliance.
- Ensures the maintenance and safety of the school plant according to local, state, diocesan and Office of the Superintendent policies, procedures and directives.
- Develops and implements rules and procedures to protect school facilities and property against unauthorized use, abuse, damage and theft.
- Directs and oversees the completion of capital improvement projects, purchase of capital equipment and facilities management.

To Apply

Given the desire for the Head of School 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:

1. Formal cover letter expressing interest in the position and aligning your skills and experiences with the leadership needs of All Saints Catholic School, as stipulated above;
2. Current resume with all appropriate dates;
3. Brief statement of educational or leadership philosophy and practice;
4. 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.

