



*Principal, St. James School
Stratford, CT
Start date: Summer 2026*



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.

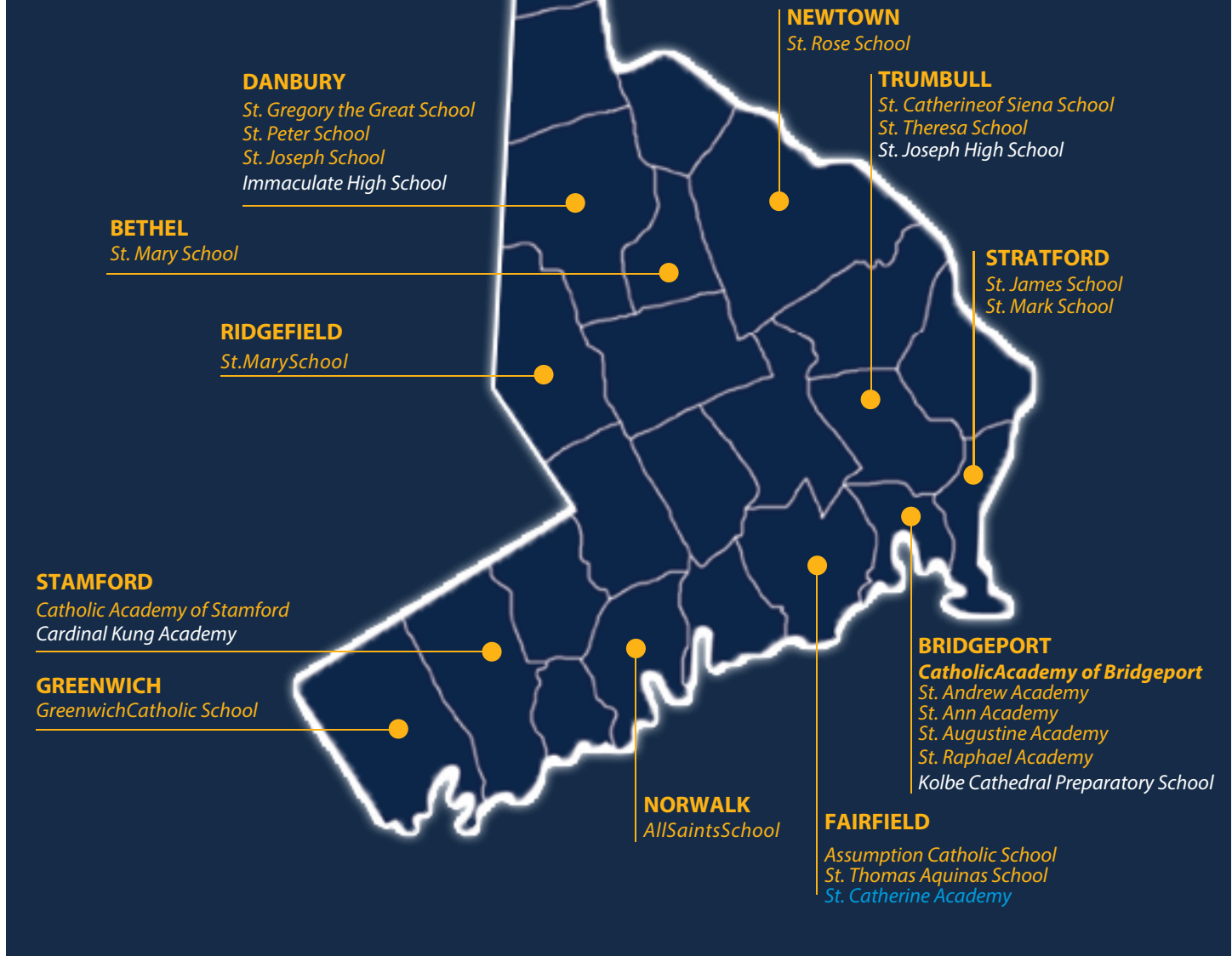
Diocese of Bridgeport MISSION STATEMENT *Rooted in the Catholic Faith, Catholic Schools in the Diocese of Bridgeport are Christ-centered communities which embrace the dignity and uniqueness of every child and challenge all students to develop their God-given gifts and talents. Each Catholic school is 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.*





DIOCESE OF BRIDGEPORT CATHOLIC SCHOOLS

FORMING hearts. INFORMING minds. TRANSFORMING lives.



School Count

24 schools/campuses

16 elementary schools (19 campuses), 4 High Schools, and 1 Special Education School

Website

DOBCatholicSchools.com

Social Channels

Facebook: @bridgeportdiocesecatholicschools

Instagram: @cathschoolsdb



St. James School, Stratford , CT

Founded in 1945 by St. James Pastor John H. Anderson, in response to the needs of St. James Parish families, St. James School has served generations of students with a strong commitment to faith, academic excellence, and community values. Originally established to provide Catholic education for the children of the parish, the school began with six classrooms and 190 students and has continued to grow and evolve throughout the decades.

In 1954, St. James School became staffed by the Sisters of St. Joseph of Chambery, who faithfully served the school for many years and helped shape its strong educational and spiritual foundation. During the 1950s and 1960s, enrollment expanded significantly, at one point serving more than 600 students. Through changing times and demographic shifts, the school remained dedicated to providing a nurturing Catholic education rooted in faith, service, and academic achievement.

Today, St. James School continues its mission under the leadership of dedicated clergy, faculty, and staff who work together to create a caring and supportive learning environment. The school offers students a well-rounded education that includes strong academic instruction, religious formation, fine arts, physical education, technology, and opportunities for service and leadership. St. James School is committed to educating the whole child by fostering spiritual growth, intellectual curiosity, personal responsibility, and respect for others. Small class sizes, individualized attention, and a close partnership between school and family help students thrive academically and socially.

Guided by Catholic values and traditions, St. James School prepares students to become compassionate, confident, and responsible members of their communities. With a proud history of faith and excellence spanning more than 80 years, the school continues to inspire students to grow in knowledge, character, and love of God.

History



St. James School, Stratford , CT

Philosophy

At St. James School, we believe every child is a unique gift from God and deserves a faith-filled education that nurtures the whole person, spiritually, academically, socially, and emotionally. Rooted in Catholic values and traditions, our mission is to inspire students to grow in knowledge, character, compassion, and service to others.

Through a strong partnership among school, family, and parish, St. James School provides a safe, caring, and supportive environment where students are encouraged to develop critical thinking skills, personal responsibility, leadership, and respect for all people. We are committed to fostering lifelong learners who are prepared to meet the challenges of the future while living out the teachings of Christ in their daily lives.



Job Description

The St. James 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 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 assisted by the SAB, Parent Council, 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, Parent Council, and the faculty and staff.

St. James School MISSION STATEMENT

The mission of Saint James School, rooted in Jesus Christ, is to nurture the whole child by providing a quality academic education while living the Gospel messages.

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.

To Apply

Given the desire for the Principal to be in place well before the start of the new 2026 academic year, candidates are encouraged to submit their materials immediately, but no later than June 20, 2026. 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 St. James School, as stipulated above;
2. Current curriculum vitae or 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 Stacie Stueber, Superintendent of Schools, and emailed to Sharon Luciano, Executive Assistant to the Superintendent, at Sharon.Luciano@diobpt.org with the subject line **St. James Principal**.

