



Principal, St. Thomas Aquinas Catholic School  
Fairfield, CT

Start date: June 1, 2023

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

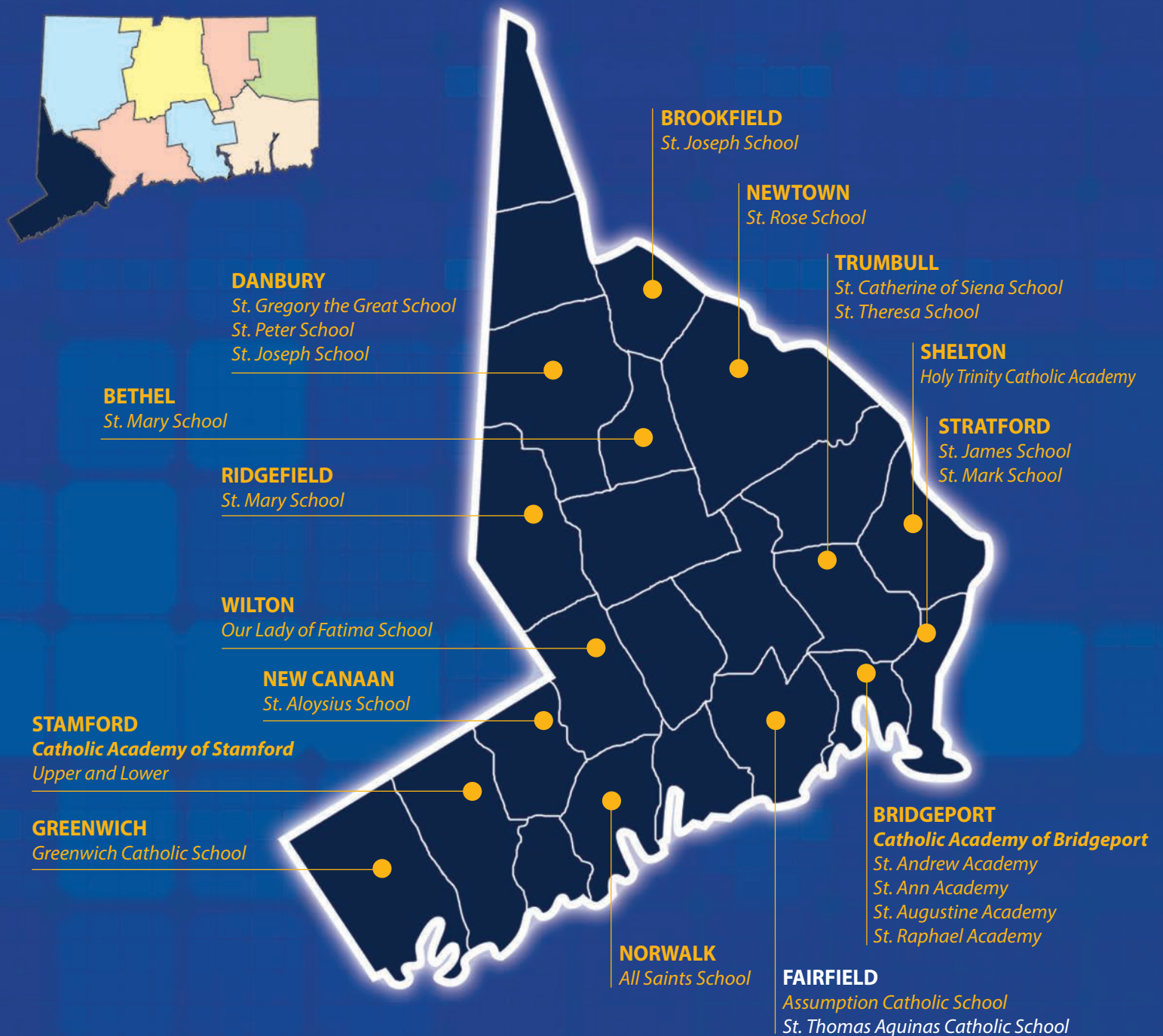
### *Diocese of Bridgeport Catholic Schools* **MISSION STATEMENT**

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



## ● St. Thomas Aquinas Catholic School, Fairfield, CT

St. Thomas Aquinas Catholic School is located in Fairfield, Connecticut, between the cities of Bridgeport and Stamford. Fairfield has more than 59,000 residents but maintains a small-town feeling—diverse neighborhoods with their own character and flair, and many active civic associations. Beaches, marinas, parks, open space, and plenty of shopping and fine dining, all within 50 miles of New York City, make Fairfield a top community in the Northeast.

# History

St. Thomas Aquinas Catholic School was built in 1921. The original building is a three-storied structure now housing our Grades 1-4, as well as our art room, computer lab, and faculty room. The next addition, which was built in 1955, was a single story addition now housing the Pre-K, Kindergarten, Grades 5-6, Library Media Center, Science lab, and the school offices. In 2000, the parish of St. Thomas Aquinas had a major capital campaign and built a gymnasium, multipurpose room and middle school classrooms. In the fall of 2006, the parish and school of St. Thomas Aquinas had a capital campaign called "Growing to Greatness". In 2007, a state-of-the-art Science lab was built in the summer, and a new playground with climbing wall was installed in the spring. The school also has a state of the art computer lab. In addition, the new library-media center opened in the spring of 2009. The library-media center has a positive impact on the opportunities the students have to find and use information wisely, master technology skills, think critically, and learn independently. The facilities are continually undergoing improvements, modernizing, and changing with the support of our active parish and parent population.

# Today

St. Thomas Aquinas Catholic School is a fully accredited elementary/middle school with approximately 325 students in Pre-K through 8th grade. The school provides an environment rich in academic, spiritual and emotional learning.

The school day begins at 7:50 a.m. and ends at 2:10 p.m.

The curriculum consists of a basic course load designed to provide an effective foundation for higher learning. With a strong focus on language arts, math, and science, the curriculum also integrates religion, humanities, history, and foreign

languages into the daily routine. In addition, physical education, art, and computer science classes are spread throughout the week. Upper grades are departmentalized, with an advanced track in the math department. Kindergarten students participate in a full school day comprised of a highly successful phonics based pre-reading program, an introduction to math concepts, simple science units, field trips, music, art, and religious education. Kindergartners are promoted to first grade with a high level of reading readiness. In recent standardized tests, including the Iowa Skill Tests, our students scored well above the national average. St. Thomas Aquinas graduates are accepted and excel at the most respected high schools in the area, including: Convent of the Sacred Heart, Fairfield Prep, Greens Farm Academy, Hopkins, Lauralton Hall, Notre Dame of Fairfield, Notre Dame of West Haven, Regis, St. Joseph High School, and Sacred Heart Academy.

[www.stasonline.net](http://www.stasonline.net)



## Job Description

The St. Thomas Aquinas Catholic 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, 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 OSS with input from key school constituents including the chair of the SAB, HSA, and the faculty and staff.

### *St. Thomas Aquinas Catholic School* **MISSION STATEMENT**

The St. Thomas Aquinas School community strives for academic excellence in a faith-filled Catholic environment that encourages children to reach their full potential and to become lifelong learners. By word and example, we teach our students to model Christ's message of love.



## 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 schools 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 and retention, and the 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 and related educational technology.

Previous Catholic School experience.

Masters Degree.

Valid Administrator's Certification for the state of Connecticut or another state.





## To Apply

Application deadline: March 31, 2023

*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

For consideration:

Please email resume to:  
Miriam Brackett-Santos  
Senior Director Education  
Catholic Recruiter Associates  
Miriam@CatholicRecruiter.com

*Note: Only those selected for an interview with the search committee will be contacted*

