



**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, St. Thomas Aquinas Catholic School  
Fairfield, CT  
Start date: July 1, 2023

[DOBCatholicSchools.com](http://DOBCatholicSchools.com)



## Diocese of Bridgeport Catholic Schools

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

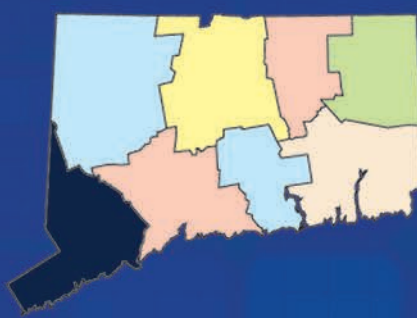
- Catholic Schools are considered a vital mission of the Diocese as they form, inform, and transform the lives of young people in the Catholic faith.
- Catholic schools are Christ centered and have as their primary mission the education and evangelization of students, families, and staff with the goal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



## DANBURY

*St. Gregory the Great School  
St. Peter School  
St. Joseph School*

## BETHEL

*St. Mary School*

## RIDGEFIELD

*St. Mary School*

## NEW CANAAN\*

*St. Aloysius School*

*\*temporary located at Holy Spirit  
campus in Stamford*

## STAMFORD

*Catholic Academy of Stamford  
Upper and Lower*

## GREENWICH

*Greenwich Catholic School*

## NEWTOWN

*St. Rose of Lima School*

## TRUMBULL

*St. Aloysius School  
St. Theresa School*

## SHELTON

*Holy Trinity Catholic Academy*

## STRATFORD

*St. James School  
St. Mark School*

## NEW CANAAN\*

*St. Aloysius School*

*\*temporary located at Holy Spirit  
campus in Stamford*

## STAMFORD

*Catholic Academy of Stamford  
Upper and Lower*

## GREENWICH

*Greenwich Catholic School*

## NORWALK

*All Saints School*

## FAIRFIELD

*Assumption Catholic School  
St. Thomas Aquinas School  
St. Catherine Center*

## BRIDGEPORT

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



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

# History

St. Thomas Aquinas Catholic School is located in Fairfield, Connecticut, a charming New England coastal town along the Long Island Sound between the cities of Bridgeport and Stamford. Fairfield has more than 62,000 residents but maintains a small-town feeling--diverse neighborhoods with their own character and flair, and many active civic associations. As a college town with two top ranked national, Catholic universities (Fairfield University and Sacred Heart University), Fairfield residents and its educational institutions benefit from a wealth of outstanding cultural and academic programming. 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.

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 math labs, resource center, and faculty room. The next addition, which was built in 1955, is a single story addition housing the Pre-K3, Pre-K4, Kindergarten, Grades 5, Library Media/Technology 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. In addition, the new Library Media/Technology Center opened in the spring of 2009. The facilities are continually undergoing improvements, modernizing, and changing with the support of our active and committed parent population.



# About

St. Thomas Aquinas Catholic School is a fully accredited elementary/middle school with approximately 340 students in Pre-K3 through 8th grade, and has two classes per grade. The school provides an environment rich in academic, spiritual, social and emotional learning.

The school day begins at 7:50 a.m. and ends at 2:10 p.m. St. Thomas also offers before-school and after-school care for its families.

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, technology, media science and drama/music classes are spread throughout the week. Upper grades are departmentalized, with advanced tracks in the math department that include geometry, algebra and pre-algebra. Kindergarten students participate in a full school day comprised of an introduction to math concepts, phonics centered reading, simple science units, field trips, music, art, and religious education. In recent standardized tests, our students consistently outperform national averages. 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, Luralton Hall, Notre Dame of Fairfield, Notre Dame of West Haven, Regis, St. Joseph High School, Sacred Heart Academy, as well as the local Fairfield public high schools.

In addition, St. Thomas offers opportunities for its students to excel through a number of extracurricular offerings, service opportunities and sports programs. Students can participate in Student Council, Spring Musical, Chess club, National Junior Honor Society, Mill River Science, Girls and Boys Scouts, and a variety of after-school programs arranged through local relationships. Sports offerings at St. Thomas include Cross Country, Basketball, Golf, Tennis and a Ski Club. The parent community is very involved through the Home School Association (HSA) which leads social, community-building events as well as spearheads our successful fundraising initiatives, including an annual Spring Auction.

For more information about St. Thomas Aquinas Catholic School visit: [www.stasonline.net](http://www.stasonline.net)

## Job Description

The St. Thomas Aquinas Catholic School Head of School is the leader of the school and is appointed by the Bishop of the Diocese of Bridgeport. The Head of School works collaboratively with the Superintendent of Schools, the School Board, the Pastor and the Home School Association. The Head of School is charged with the implementation of the philosophy, mission, objectives, and the overall management of the school, including building a Christian community of faith. The Head of School is responsible for the professional effectiveness of the staff, the educational progress of the students, as well as the relationship within the entire school community.

## Overview

- The Head of School's goal is to provide effective leadership in fulfilling and communicating the mission and objectives of the school to all constituents.
- The Head of School 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 Head of School is charged with the instructional vision and practices of the school, continually pursuing academic excellence in a dynamic educational landscape.
- The Head of School is responsible for providing ample faith formation, co-curricular and extra-curricular programs to holistically develop its students on a spiritual, moral, intellectual, emotional, social and physical level.
- The Head of School, assisted by the School Board and the Bookkeeper, has the general charge, development and control of personnel and budget, and its business affairs.
- The Head of School assisted by the School Board, 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 Head of School is evaluated by the Office of the Superintendent with input from key school constituents including the School Board, parent community, 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 be the culture carrier of the school and ensure its Catholic identity.
- 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 evaluate the faculty in the development and implementation of curriculum; to supervise the teaching process and make recommendations for improvement, and to review, evaluate and accelerate the academic programs.
- To support a school climate and environment that is conducive to learning and reflects our Catholic Identity.
- To be aware of the educational, physical, social-emotional, and psychological needs of the members of our school community and to develop plans for meeting these needs.
- To hire, retain, and evaluate faculty, and define their roles and responsibilities in collaboration with the Superintendent.
- To engage in regular meetings with the faculty to discuss routine school matters, provide for a stimulating exchange of ideas, to encourage collaboration and to professionally advance and develop their talents, including the involvement of professional outside resources where needed.
- To oversee the coordination of the co-curricular 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 formulate 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 preserve and support the role of the Academic Dean.
- To perform other duties as assigned.

## Desired Qualities

- Excellent leadership skills and experience.
- Strong instructional vision and support skills in the implementation of defined educational standards.
- 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 valued.
- Masters Degree.
- Valid administrator's cert preferred, with an expectation of obtaining a CT certification within 2 years.





## To Apply

Given the desire for the new Head of School to be in place before the start of the new 2023 academic year, candidates are encouraged to submit their materials as soon as possible but no later than March 31, 2023. Please note that the Catholic Recruiter Associates reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.

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 St. Thomas Aquinas Catholic School, as stipulated above;

Current resume with all appropriate dates;

Brief statement of educational and leadership philosophies and practices;

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).

For consideration please email resume to:

Miriam Brackett-Santos Senior  
Director Education  
Catholic Recruiter Associates  
Miriam@CatholicRecruiter.com

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

