



St. Carlo Acutis Catholic Early  
Learning Center Initiative



Shelton, Connecticut

# Executive Director

Search Prospectus

Summer 2026

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# Diocese of Bridgeport Catholic Schools

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

- Catholic Schools are a vital mission of the Diocese as they form, inform, and transform lives in the Catholic faith.
- Catholic Schools are Christ-centered and exist to educate and evangelize students, families, and staff as missionary disciples.
- Catholic Schools recognize the dignity of every child and nurture the development of their God-given gifts.
- Catholic Schools are communities of faith where leaders serve as authentic witnesses to the Gospel.

## Mission Statement

Rooted in the Catholic faith, Catholic Schools in the Diocese of Bridgeport are Christ-centered communities that embrace the dignity and uniqueness of every child. Students are formed spiritually, intellectually, and morally, and are prepared to live as missionary disciples in service to the Church and the world.

## The Opportunity: A Foundational Leadership Role

The Diocese of Bridgeport is launching the St. Carlo Acutis Catholic Early Learning Center, a new and innovative organization designed to serve children ages 2–5 through a Catholic faith-integrated, academically excellent early childhood model.

The St. Carlo Acutis Catholic Early Learning Center represents:

- A strategic entry point for young families into Catholic education
- A replicable, multi-site model
- A program that integrates early literacy, whole-child development, and deep Catholic formation

The Executive Director will serve as the founding leader of this organization, responsible for guiding the project from development and launch through full implementation and expansion.

This is not simply a school leadership role. It is a diocesan-level executive position responsible for building and sustaining a new model of Catholic early childhood education.



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## Position Overview

The Executive Director is the chief executive responsible for the overall leadership, development, and operation of the St. Carlo Acutis Catholic Early Learning Center.

The Executive Director:

- Is appointed by and ultimately accountable to the Member(s) of the Corporation (Bishop)
- Reports to the Board of Directors
- Works in close collaboration with pastors and diocesan leadership

The Executive Director is responsible for:

- Establishing and safeguarding the Catholic identity and mission of the program
- Ensuring academic excellence and program integrity
- Leading operations, enrollment, and financial sustainability
- Designing and implementing a scalable model for future growth



## Mission-Centered Leadership

The Executive Director is the primary steward of the Catholic culture of the Early Learning Center.

The highest priority of the Executive Director is the building of a community of faith that:

- Forms children through encounter with Christ, particularly through the Catechesis of the Good Shepherd
- Recognizes each child as uniquely created in the image and likeness of God
- Integrates faith into all aspects of the program: academic, social, and behavioral
- Partners with parents as the primary educators of their children and accompanies them in their own ongoing faith formation
- Cultivates habits of attentiveness, reverence, and joy through daily formation practices



## Essential Duties & Responsibilities

### Catholic Identity & Mission

- Ensure the full integration of Catholic identity across all aspects of the program
- Oversee implementation of faith formation rooted in Scripture, liturgy, and the life of the Church
- Recruit and form staff who serve as intentional witnesses to the faith
- Foster a culture of prayer, reverence, and spiritual formation in daily school life

### Program Development & Academic Leadership

- Lead the design and implementation of the early learning model (ages 2–5 progression)
- Ensure strong outcomes in:
  - Early literacy and language development
  - Foundational mathematics
  - Social-emotional and behavioral growth
- Oversee embedded early intervention supports and inclusive practices
- Ensure fidelity to the program’s academic and formation framework

### Operational Leadership

- Serve as the executive leader responsible for day-to-day operations
- Oversee:
  - Hiring, supervision, and evaluation of staff
  - Licensing, compliance, and safety requirements
  - Scheduling, staffing ratios, and program structure
- Oversee facility readiness, including coordination of renovations, capital improvements, and construction projects necessary for early childhood programming
- Maintain a school environment that is orderly, safe, and reflective of Catholic identity

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## Financial Management & Sustainability

- Develop and manage the annual operating budget
- Ensure financial viability consistent with the program's tuition-driven, sustainable model
- Oversee enrollment growth, marketing, and retention
- Ensure responsible stewardship of resources and parish facilities

## Strategic Growth & Expansion

- Develop a replicable model for expansion across additional parish sites
- Evaluate and plan new locations in collaboration with diocesan leadership
- Ensure consistency of quality and mission across all centers

## Governance & Collaboration

- Implement Board-approved strategy and provide regular reporting
- Collaborate with:
  - Board of Directors
  - Bishop and diocesan leadership
  - Pastors and parish communities
- Operate within the established governance structure and delegated authority

## Community & Advancement

- Serve as the chief ambassador of the program to families and donors
- Build strong relationships with parents, recognizing their primary role
- Support development and fundraising efforts as needed





## Desired Qualities

- Deep commitment to the mission of the Catholic Church
- Practicing Catholic in good standing
- Strong leadership presence with the ability to inspire and build
- Deep knowledge of early childhood programming and child development, including best practices in early literacy, social-emotional development, and early learning environments
- Excellent communication and interpersonal skills
- Strategic thinker with strong organizational and operational ability
- Ability to manage multiple priorities in a dynamic, start-up environment
- Collaborative leader who works effectively within a diocesan structure
- Has an intimate understanding and working knowledge of the Catechesis of the Good Shepherd, a Montessori-based religious formations program

## Qualifications

- Master's degree in education, leadership, or related field (required)
- Experience in school leadership, early childhood education, or organizational leadership
- Demonstrated experience in:
  - Program development or school leadership
  - Staff supervision and team leadership
  - Budget and operational management
- Experience in Catholic education strongly preferred



## About the Area

Fairfield County, Connecticut is one of the most desirable regions in the Northeast, offering a unique combination of vibrant communities, outstanding educational opportunities, cultural amenities, and convenient access to both New York City and New England. Home to a diverse population and a strong economy, the county attracts families who value academic excellence, community engagement, and a high quality of life. As part of the Diocese of Bridgeport, Fairfield County is also home to a thriving Catholic community known for its commitment to evangelization, faith formation, and educational excellence. Catholic schools throughout the region benefit from engaged families, strong parish partnerships, and a deep appreciation for the vital role Catholic education plays in forming young people intellectually, spiritually, and morally. For Catholic school leaders, Fairfield County offers an exceptional opportunity to serve within a dynamic and mission-driven educational environment.



## Application Procedure

To apply, please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, SCA Learning Center, ED

- Cover letter that aligns your experiences and skills with the diocese's current needs as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references with names, physical addresses, phone numbers, and email addresses. (No references will be contacted without your knowledge and approval.)

**Application deadline: July 1, 2026**

 **APPLY NOW**



### ***Interested in this opportunity? Contact:***

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