

Lincoln School Nepal

Secondary Principal Vacancy Announcement

Effective from August 2017



Lincoln School, Nepal, seeks a Secondary Principal to provide skilled, collaborative, and visionary leadership for this dynamic institution in the area of secondary education in Kathmandu. Entering our sixth decade of operations and building on our rich traditions, we continue bringing our strategic plan to life featuring progressive and integrated academic, social and environmental dimensions.

About Lincoln School

Established in 1954, Lincoln School is an independent, co-educational day school, providing an enriched North American college-preparatory curriculum for students Pre-Kindergarten to grade 12. Lincoln School has a long-established tradition of student-centered education founded in best practices. Lincoln School offers small class sizes, and outstanding international faculty and support staff, and a community-oriented learning environment that fosters the well-being of the whole student.

Lincoln School was originally intended to serve children of U.S. government employees and continues to enjoy a close and cooperative relationship with the U.S. Embassy in Nepal. Today the school exhibits a truly international character not only in terms of its student body, but also with regard to the important role it plays in the broader international community of Kathmandu. The school is governed by a 7-member Board of Directors elected by the Lincoln School Association. Membership in the Association is automatically conferred on the parents or guardians of children enrolled in the school. Lincoln School is fully accredited both by the New England Association of Schools and Colleges and by the Council of International Schools.

Philosophy

Lincoln School, as a culturally diverse American international school, aims to provide a challenging yet supportive learning environment in which academic excellence is achieved through recognition of, and responding to, each student's learning style.

Lincoln School provides a dynamic, engaging, inquiry based academic curriculum that is responsive to the needs of each student. Cross-disciplinary learning is encouraged and the core curriculum is enriched at every level with learning opportunities in theater, music and fine arts as well as physical education and athletics.

Lincoln School students are members of a diverse community of confident, compassionate individuals who work together to discover their potentials. Students and teachers know one another well, and learning takes place in an atmosphere of shared endeavor and trust. The atmosphere of the school is one of mutual respect and enjoyment in one another's company.

Lincoln School Mission Statement

Lincoln School is a multicultural community in the foothills of the Himalaya that inspires in each student a passion for learning, the confidence and competence to pursue dreams, and the commitment to serve as a compassionate global citizen and leader, who is a steward of the environment.

Enrollment

As of September 2016, Lincoln School has 230 students. There are 100 students in the elementary section (Grades PS-5), 50 in the middle school (Grades 6-8), and 80 in the high school (Grades 9-12). The school's student demographic data broken down by nationality is about 25% American, 30% Nepali, 45% are third-country nationals representing 30 countries.

Faculty and Staff

Lincoln School employs 30 world-class faculty members certified in the United States, Australia, or Europe with vast international or American teaching experience; an Elementary and a Secondary Principal overseeing each respective section as well as an IT Director, Athletics & Aquatics Director, Librarian, Counselor and a School Nurse. Eighteen teaching assistants provide support directly in the classroom. The administrative staff is comprised of a Business Manager, Facilities & Operations Manager, Finance Officer, Transportation Officer and several other administrative support positions. The school employs 55 general support services staff.

Facilities

The school has 35 classrooms in three buildings, a theater, a gymnasium, a library/media center, plus outdoor field, courts and rooftop athletics and play areas all serviced by wireless internet. The new, three-story Library/Media Center, classroom building and heated 25x15m swimming pool were completed in August of 2015. All buildings have been recently inspected and passed structural review and integrity standards. Lincoln School maintains a fleet of vans fitted with radio/GPS systems to transport students and faculty to and from school.

The Program

Lincoln School offers an enriched American educational program supported by learning standards based on logical progression of knowledge, skills and understanding. The school actively cultivates a progressive approach to education, constantly seeking to incorporate best practices into its curriculum and teaching methodology based on contemporary pedagogical research.

Lincoln School provides a comprehensive range of student services, including personal and social counseling, academic and ESOL support, student advisory and college counseling. The school offers French language classes beginning in grade 3, Spanish beginning in grade 6 and Nepali Language and Culture for students in K-2. The Lincoln Preschool accommodates children 3 and 4 years of age in a program balancing creative, social and foundational academic learning. Grades K to 5 are self-contained classrooms. The middle school curriculum offers a strong emphasis on inquiry and problem-solving skills, and an innovative, student-centered exploratory program. Lincoln's high school provides a wide range of core and elective courses, from Theory of Knowledge to Advanced Music Performance. Lincoln School offers Advanced Placement courses in 10 subject areas, and more than 80% of the junior and senior students are currently enrolled in at least one AP course. Technology is integrated extensively throughout the learning program and the school operates a BYOD (Bring Your Own Device) program for students in grades 6 and up. Art and music are available to students at every level. The school maintains an extensive sports and athletics program, including swimming K-12. Lincoln School students participate regularly in intercollegiate and international competitions and events in Athletics, Art, Music and Mathematics. The Service Nepal program provides students with meaningful opportunities to experience the environmental and cultural wealth of Nepal, and is based-learning.

The job description below is adapted from James Stronge's Standards for Principals.

Leadership Characteristics
Instructional Leadership

The principal effectively leads the development, alignment, and execution of a plan of action for monitoring the curriculum and implementing instructional and assessment strategies that enhance learning and teaching.

- Facilitates collaborative decision making to analyze current achievement data and instructional strategies to improve classroom instruction and increase student achievement.
- Is knowledgeable about and promotes research based instructional best practices in the classroom.
- Connects initiatives and innovative strategies to maximize the achievement of each learner.
- Ensures teachers use technology and other available resources for the successful implementation of effective instructional strategies.
- Monitors and evaluates the use of diagnostic, formative, and summative assessment to guide instructional practices and provide timely and accurate feedback to students and parents.
- Provides collaborative leadership for the design and implementation of effective and efficient schedules that protect and maximize instructional time.
- Participates in professional development alongside teachers.
- Demonstrates and/or supports the importance of professional development by providing adequate time and resources for teachers and staff to participate in professional learning.
- Facilitates the evaluation of the impact of professional development on instructional practice.
- Leads the implementation of Standard Based Assessment and Reporting.

Human Resources Leadership

The principal selects, orients, assigns, develops, evaluates, and retains quality instructional and support personnel

- Participates in the selection of highly effective teachers in an equitable and professional manner as per school and legal requirements.
- Supports building level and school wide orientation and mentoring processes to assist all new personnel.
- Implements teacher and staff evaluation systems in accordance with policy, procedure, and legal requirements to ensure teacher and staff effectiveness.
- Documents proficiencies and areas of growth through qualitative and quantitative data sources, provides timely formal and informal feedback on strengths and areas for improvement, provides support and resources for teachers and staff to improve job performance, and clearly documents and communicates performance related concerns that may result in future employment decisions.
- Makes appropriate recommendations relative to personnel assignment, retention, promotion, and dismissal consistent with established policies and procedures.
- Recognizes teacher and staff contributions, provides them with professional development opportunities, and encourages leadership responsibilities.

A nurturing
environment
encourages
people to realize
and express their
full potential
Lincoln School Beliefs

Respect

Responsibility

Collaboration

Lincoln School Core Values



Continuous learning is essential to growth and well-being

Lincoln School Beliefs

School Climate

The principal develops and nurtures an American based, internationally minded, balanced, academically rigorous, positive, safe school climate.

- Incorporates knowledge of the school community to cultivate a positive, engaging, and balanced learning environment.
- Models and collaboratively promotes clear and appropriately rigorous expectations, mutual respect, concern, and empathy for students, teachers, staff, parents, and school community.
- Utilizes shared decision making and collaboration, as applicable, to build relationships with students, teachers, staff, families, and the school community.
- Models and encourages creativity and innovation by students, teachers, staff, and school community to promote growth and change.
- Works with all students, teachers, and the school community in a way that empowers students to take responsibility for their own growth and development.
- Implements and monitors safety plans that manages situations in a proactive, effective, and timely manner.
- Involves students, teachers, staff, and the school community to create and sustain a positive, safe, and healthy learning environment.
- Implements and communicates best practices in school wide behavior management that are effective within the school community.
- Listens and responds to the concerns of students, teachers, staff, families, and community members in a visible and approachable manner.
- Respects and promotes the concept of the “whole child” and the appreciation of international mindedness and diversity.

Organizational Management

The principal supports, manages, and oversees the organization, operation, and use of resources for his/her area of responsibility.

- Demonstrates and communicates a working knowledge and understanding of, and compliance with, school policies and procedures.
- Ensures that rules and procedures are in place and enforced to provide a safe, secure, efficient, and orderly learning environment.
- Monitors and provides supervision of all instructional and activity programs.
- Identifies and plans for organizational, operational, and resource related issues and resolves them in a timely, consistent, and effective manner.
- Secures, monitors, and allocates financial, technological, and other resources under his/her control to maximize improvement aligned to the school’s mission and goals.
- Involves teachers, staff and stakeholders in various planning processes, shares in management decisions, and delegates duties as applicable.
- Uses data to evaluate and improve organizational effectiveness.
- Ensures systems and structures are in place and used to support efficiency, consistency, and clarity in his/her area of responsibility.

Experiencing and understanding diversity enriches life and learning

Communication and Community Relations

The principal effectively communicates and collaborates, engaging stakeholders to promote understanding, support, and continuous improvement of the school's programs and services aligned with the school's mission/vision

- Solicits student and teachers, staff input to promote effective decision making and communication when appropriate.
- Disseminates information in a timely manner to students and teachers, staff through multiple sources.
- Maintains visibility and accessibility to students and teachers.
- Speaks and writes to students and teachers in a clear, effective, and appropriate manner.
- Collaborates with colleagues in the best interest of the overall school.
- Advocates for students and acts to influence school decisions affecting student learning.
- Communicates long and short term goals and the school improvement plan to staff within their area of responsibility.
- Ensures the communication of applicable information with the head of school in a timely manner and maintains confidentiality.

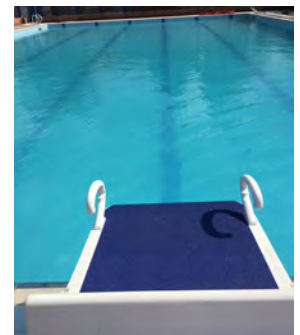
With families and community...

- Solicits input to promote effective decision making and communication when appropriate.
- Disseminates information in a timely manner through multiple sources.
- Involves stakeholders in a collaborative effort to establish positive relationships.
- Maintains visibility and accessibility.
- Speaks and writes in a clear, effective, and appropriate manner.
- Promotes effective school family partnerships.

Professionalism

The principal demonstrates behavior consistent with legal, ethical, and professional standards, engages in continuous professional development, and contributes to the profession.

- Works within legal, ethical, and professional guidelines to improve student learning and to meet the school's requirements.
- Adheres to and models the school's core values.
- Models professional behavior daily, both in and out of school.
- Is sensitive and culturally responsive.
- Contributes to, enhances, and supports the development of the profession through service to the educational community (e.g., accreditation teams, interschool committees, instructor, mentor, coach, presenter, researcher).
- Participates in professional growth opportunities and applies knowledge and skills to positively improve school effectiveness.



Student Progress

The principal's leadership results in student progress consistent with the school's mission and school wide goals.

- Gathers and analyzes data from multiple sources to use in making decisions related to student academic growth and school improvement.
- Collaboratively develops, implements, and monitors a research based school improvement plan targets student academic growth and whole child development.
- Collaboratively develops student achievement goals and ensures they are aligned with school wide goals for increased student academic achievement and whole child development.
- Collaborates with teachers and staff to monitor student progress through the analysis of multiple measures of data, applying research based educational strategies to meet student learning needs.
- Assumes responsibility for and emphasizes the accomplishment of student learning goals on an on-going basis (e.g., faculty meetings, team/department meetings, professional development activities, student parent conferences, positive interactions).
- Communicates assessment results to appropriate stakeholders.

The Position - The Ideal Secondary School Principal

The ideal candidate is a knowledgeable and experienced Middle and High School leader and educator. He/she recognizes that the years of early adolescence are pivotal and abound with individual potential and opportunity. The Lincoln School Secondary leader commits to building, enhancing and leading highly collaborative teams of teachers who cares deeply for the students, listen to their voices, respect their concerns, and engage them in meaningful educational experiences that will prepare them for a promising future.

In order to help Lincoln School reach its potential, the successful candidate must be:

- A visionary and inspirational leader
- A confident, collaborative decision-maker
- Committed to incorporate Information Technology based solutions into every facet of education, from computers to social media to web based research
- An outstanding communicator
- Exceptional interpersonal skills with staff, parents and students
- A pedagogical leader who is able to understand, share, and emphasized research-based best educational practices

Academic and Professional Qualifications

- An advanced Educational Degree, with a credential in Administration
- Proven experience and expertise with the school's academic programs

Salary & Benefits

An initial, two-year, renewable contract offers a competitive compensation and benefits package, which is commensurate with the responsibilities of the position.

Application Process

Candidates should submit *one PDF file* that includes a letter of application, a CV/resume including the names and contact information of three recent professional references), and three reference letters.

Please email applications to: Dr. Harold Fleetham, Director, at hfleetham@lsnepal.com