Lincoln Community School
Learn · Lead · Connect
EST. 1968

SECONDARY SCHOOL DEPUTY PRINCIPAL

COMBINED WITH ADDITIONAL POSITION OF RESPONSIBILITY AND/OR TEACHING



We have an exciting new position for a Secondary School Deputy Principal who will work as part of the school's committed educational leadership team and inspire faculty and staff to bring to life our future-focused mission, vision, and values.

This is an excellent opportunity for a visionary, forward-thinking educator. If you are open-minded, passionate, and determined to create an inviting schooling experience for all students, then you might be the person for us!

APPLICATION DEADLINE:
October 16, 2026



THE SCHOOL

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Lincoln Community School (LCS) is a private, nonprofit, English medium international day school which offers educational programs from pre-kindergarten (age 4) through grade 12. The school, established in 1968, is located in the vibrant West African city of Accra, Ghana. The school is a center of excellence in the region, with strong professional learning programs for its faculty and serving as a regional site for teacher workshops.

The school is international in both population (53 nations represented) and philosophy, with an emphasis on inquiry and problem-solving. Our faculty is also intentionally diverse to ensure that the demographic of our teachers is a reflection of our student body. LCS is an International Baccalaureate (IB) Continuum School, authorized to offer three levels of the IB Programme. These three levels of the IB guide the curriculum: the Primary Years Programme (PK–grade 5), the Middle Years Programme (grades 6-10), and the Diploma Programme (grades 11-12). LCS is fully accredited by the Council of International Schools (CIS) and the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS). We are also members of the Association of International Schools in Africa (AISA) and part of the West Africa International Schools Activities League (WAISAL).

LCS students are engaged, respectful, community-minded, and focused on learning within a collaborative environment. The school currently has 514 students from 53 countries. The host nation is beautiful and diverse, and the school strives to connect students with the deep heritage



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of Ghana. Service learning/community engagement opportunities develop self-awareness and social responsibility in LCS students so they can learn from and make positive contributions to their world.

LCS facilities include an ultra-modern classroom block which became occupied when on campus learning resumed in January 2021. Since then, we have also upgraded our existing middle and high school facilities with a remodeled library, makerspace and counseling center. School facilities are air conditioned with 74 classrooms, including two art rooms, five science labs, four design/STEAM labs, two music rooms, one theater room, elementary and secondary school libraries, and an early childhood suite. All classrooms are equipped with wireless projectors and/or interactive projection panels. There are two multi-purpose halls and a health clinic. Sports facilities include a fitness room, a field, a 25 meter swimming pool, an open-air gymnasium/multi-purpose hall with a stage, basketball court, and dressing/locker room facilities. Our secondary school students enjoy spending their recreational time in any of the above, with the addition of a senior lounge, outdoor basketball court and various open-air eating areas.

In recent years, we have reviewed and redesigned the school's guiding statements, creating a clear and ambitious vision for our future. We are now focused on bringing these inspiring and innovative aspirations to life. A leader who is committed to innovation, continuous improvement, and pushing the boundaries of traditional schooling will thrive in our community and play an important role in shaping the next stage of the school's journey.

ALL ABOUT US

MISSION

When we learn, we grow

When we lead, we empower

When we connect, we thrive

VISION

We are a vibrant and inclusive learning community rooted in Africa, where learning is co-designed to be joyful, challenging and innovative, inspiring every learner to belong and make a meaningful impact in the world.

VALUES

Don't just tell me how it's done. Let me try.
We don't dream of success. We work hard for it. Learning is about trying things out for yourself, not just being told about them.

Whatever happens, it's what you do next that matters.
Life is an adventure and learning should be, too.

Choose kindness: it opens hearts and minds.
It means everything but it costs nothing. Let's look after ourselves, each other and surroundings, so that the world we live in is better than when we found it.

The more we do together, the more we achieve.
There's unity in diversity when we share a purpose.

THE POSITION

The Secondary School Deputy Principal will join with the Principal in being the educational and administrative leader of the secondary school (Grades 6-12). This position will be combined with an additional position of responsibility and/or teaching. As such, they will have the primary responsibility for overseeing the Secondary School's teaching and learning programs to inspire and maximize student achievement as aligned with the school's mission, vision, values, policies and procedures. They will be empowered to jointly lead the advancement of innovative teaching and learning at LCS. They report to the Secondary School Principal and are evaluated on objectives established jointly with the Head of School.

The Deputy Principal's responsibilities include the day-to-day smooth and efficient operations of the Secondary School, curriculum development, professional development programs, and the systematic review of student achievement information, which will enable the school to engage in a cycle of continuous improvement. They provide leadership in ensuring academic achievement and social and emotional growth for all students. They effectively communicate the Secondary School's program to students, staff, and parents.

A DP Coordinator, MYP Coordinator, and two Secondary School Counselors, will support the work of the Secondary School Principal and Deputy Principal.



SPECIFIC RESPONSIBILITIES:

LEADERSHIP

- Develop a positive and inclusive learning culture for students and faculty that promotes diverse perspectives in an international context.
- Invest in the appropriate application of social-emotional strategies to promote holistic learning.
- Support the strategic plan and implement secondary school priorities that are aligned with the LCS vision and mission.
- Work with the principal to develop teachers by providing meaningful feedback and/or professional learning opportunities via learning walks.

- Work with the principal and counselors to guide the new student orientation process.
- Co-facilitate the development of grade level leaders and implement and oversee the secondary school advisory program.
- Address student discipline concerns while promoting a system of restorative practice.
- Provide teachers with best practices to support student management, positive behavior and social/emotional development.
- Actively participate in school events and support the development of student leadership at LCS.

ADMINISTRATIVE RESPONSIBILITIES

- Support the principal to provide solutions that parallel LCS procedures and expectations.
- Contribute to the weekly and daily secondary school memos.
- Manage and maintain the teacher duty roster.
- Assist the principal in the annual evaluation of the Secondary School Handbook.
- Assist in developing the master schedule and the registration of students.
- Work with the principal to organize standardized testing schedules and protocols.
- Serve on assigned committees and task-forces.
- Assist with special events such as prom, graduation, etc.
- Develop and supervise the process and timeline of student progress reporting and report distribution.
- Work with the principal and coordinators to develop an appropriate program of professional development for faculty.
- Collaboratively maintain a discipline referral system that documents student issues/concerns.
- Assist with the teacher orientation process.
- Work with the principal to disseminate school information to the community.
- Perform any other duties assigned by the secondary principal to ensure the effective running of day-to-day operations.
- Lead professional development sessions.
- Meet with students and parents to support student learning and social/emotional growth.

COMMUNICATION

- Model excellent communication via speaking, writing, listening and body language.
- Build strong relationships with all stakeholders by finding common ground, making contextual connections, actively listening and earning trust.
- Manage respectful relationships that are inclusive and empathetic.
- Support conflict resolution by actively listening to all perspectives and support solutions that work for all parties.
- Recognize when it is appropriate to delegate tasks and work towards a culture of shared leadership.
- Analyze and disseminate data to drive teaching, learning and growth.

EXPERIENCE, SKILLS AND ABILITIES

- Three to five or more years working in an international school
- A master's degree in education leadership and/or equivalent certification.
- At least three years of leadership experience in an IB school, preferably at the Middle School (Grades 6-8) level.
- A valid teaching and/or administrative license.
- Demonstrated high level interpersonal skills; ability to lead collaboratively; a flexible, creative thinker.
- Successful experience in an international school community.
- Proven capacity in modeling the skills and attitudes of global citizenship, antiracism, and intercultural sensitivity and proactivity.
- Proven experience in mentoring teachers to improve their professional practice.
- Evident success in building effective partnerships with parents.
- Demonstrated proficiency in written and oral communications.

QUALIFICATIONS

- Master's Degree in educational leadership, administration, curriculum and instruction, or related field
- Teacher certification required
- Principal/Administrator certification preferred



LCS BELIEVES:

- That each employee makes a significant contribution to our success and that this contribution is not limited to the assigned responsibilities.
- That diversity helps us to fulfill our purpose, realize our vision and exemplify our values. We welcome applications from candidates who will add to the diversity of our team.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer their services wherever and whenever necessary to ensure the success of our organization.

CHILD PROTECTION STATEMENT

LCS requires anyone wishing to join our professional community to provide requested up-to-date and accurate screening information as we have fully implemented child protection policies and practices.



HOW TO APPLY

APPLICATION DEADLINE: October 16, 2026

The deadline for applications is October 16, 2026. Candidates should submit a letter of interest and the requested materials listed below as early as possible, as the Search Committee reserves the right to close the selection process at any time if the right candidate is found. A committee of teachers and leadership personnel will interview semi-finalists. The new Deputy Principal will start in July 2027.

Candidates should send the information listed below to **ltait@lincoln.edu.gh** as a single pdf file attached to an email.

- A letter of application explaining your strengths as a candidate.
- A statement describing your educational philosophy and beliefs about leadership, not to exceed two pages.
- A current resume, not to exceed two pages.
- Full contact information for at least three recent references, including names, positions, and current email addresses, in addition to the current Superintendent/Director/Head of School at your present school.

Please contact:

Lesley Tait, Head of School, with any questions at **ltait@lincoln.edu.gh**