

Position Announcement

Dean of Enrollment Management

Keystone Academy

Beijing, China

keystoneacademy.cn

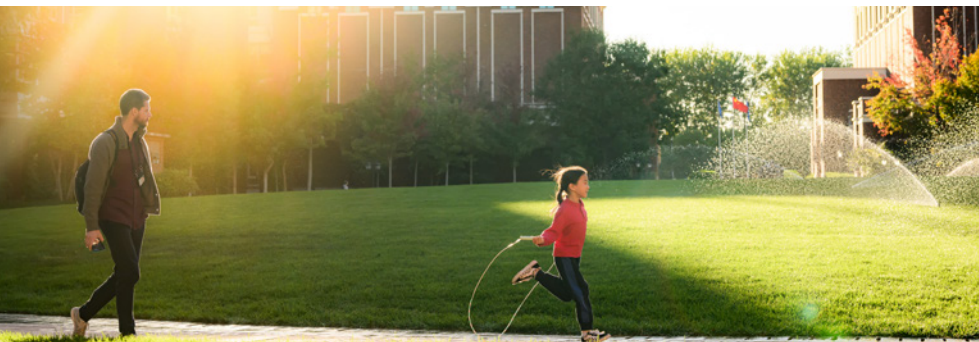
Start Date: July 2025



Overview

Keystone Academy is an innovative and unique school in China and the world. Founded in 2014, it draws from Chinese, western, and global learning traditions and weaves them into a powerful bilingual educational model. It is truly one of its kind in China—and the world. A bilingual boarding/day school for students age 5 (Foundation Year) to Grade 12, Keystone is fully residential in Grades 9-12 with boarding options for Grades 7 and 8. The majority of Keystone's students are Chinese, with a healthy representation of other nationalities and a current enrollment of 1,721. The school's founders consciously created Keystone as a New World School, simultaneously national and international, bringing together the best in Chinese, western, and international pedagogy and practice on its expansive and superbly equipped campus in the Shunyi District of Beijing.

Keystone is, first and foremost, a Chinese school, a place where children from all over the world can become deeply rooted in the ancient and flourishing in the present through a line of Chinese cultures, thought and wisdom. Keystone Academy has been designed to prepare students for their lives of meaningful purpose in our interconnected world. In addition to the learning of the students, Keystone is a vibrant center for educator learning as well, welcoming teachers from around the world who are passionate about what is possible for their students and the critical role that education plays in society. Keystone is truly one-of-its kind in China and rare among schools around the world.



Mission

Keystone Academy is a new model of education in China. It blends distinctive traditions in eastern, western, and global education, creating a new world school with a liberal arts program that is academically outstanding.

Keystones

- Bilingual immersion in Chinese and English
- Building character and community throughout a residential setting
- Promoting Chinese culture and identity in a world context

At a Glance

Established: 2014

Enrollment: 1,721

Nationalities represented: 22

Total faculty: 373

Nationalities represented in the faculty: 22

Faculty with advanced degrees: 189

Student/teacher ratio: 6:1

Financial aid budget: 10M RMB

Students receiving aid: 46

Annual operating budget: RMB 430M

Campus size: 74,000 m

Average admit rate (over 5 years): 34.3%

Average yield rate (over 5 years): 82.6%

About the Head of School

Emily McCarren, Ph.D. is Keystone Academy's second Executive Head of School and has served the school since 2022. Previously, she was the Academy (High School) Principal at the Punahou School in Honolulu, HI, the largest single campus K-12 independent school in the United States. During her distinguished 16-year tenure at Punahou, Dr. McCarren taught all levels of Spanish, traveled the world as head of the Wo International Center, and championed the aspirations of nearly 2,000 students, faculty, and staff as Academy Principal. She led consequential initiatives guided by her creativity and passion to forge meaningful educational experiences aimed at helping students reach new heights.

Originally from Vermont, USA, Dr. McCarren graduated from Colby College in Maine where she majored in Spanish and Biology. She holds a Ph.D. from the department of Learning Design and Technology at the University of Hawaii, where her research focused the role of teacher care on a student's online learning experience. She also holds two master's degrees: in Spanish Literature from the Saint Louis University Madrid Campus and in Educational Leadership from the Klingenstein Center at Teachers College, Columbia University.

Dr. McCarren is a co-author of the three-book series, *Take Action Guide to World Class Learners* (Corwin, 2016). She also serves on the Board of the Global Online Academy and the Mastery Transcript Consortium. She also speaks to audiences globally about her passion, leadership, and action towards educational change and the moral imperative to provide our students with the schools they deserve, and our world needs.



Learn More

Click on the links below to learn more about Keystone Academy.

[School Website](#)

[Shared Values](#)

[Strategic Plan](#)

[High School Profile](#)

[Admission Information](#)

[Benefits Snapshot](#)

Location

Keystone Academy is located in Shunyi District in north-eastern Beijing, a spacious, largely residential area, with easy access to shopping and entertainment. The school provides weekly shuttles to a number of downtown locations and faculty take advantage of area amenities that are within walking or biking distance. Beijing is an extraordinary city, full of opportunity, adventure, and expanding horizons, and Keystone's proximity to the Beijing subway affords convenient access to all the city has to offer. Beijing Capital Airport is a 20-minute drive away and most of Asia lies within a four-hour flight.

Beijing is also a fascinating place to live. It is one of the world's most engaging cities, with 3,000 years of history and more than 21 million people. Covering an area of about 16,800 square kilometers, it is the political, cultural, spiritual, and educational center of China. It is an intriguing metropolis packed with exhilarating contrasts: futuristic architecture and ancient temples, an extensive highway system and a mysterious maze of hutongs (alleyways), thriving urban development, and captivating rural landscapes and natural preserves. The city served as capital to many Chinese dynasties, and the physical and social remnants of these histories juxtapose a thoroughly modern urban landscape with lush greenness.

Position Description

As Keystone enters its second decade, there is tremendous momentum on campus. The school community is dedicated to nurturing academic excellence, creativity, discovery, and compassion within the student body. Noted one student, "I feel like I am important to this school."

Given the superb reputation of Keystone, the excellent resources, the strong support of the Board, and highly functional, collaborative, and hard-working team, this is a very compelling opportunity for a strategic, creative, and dynamic admission professional. Current Dean of Admission, Chris McColl, is leaving to be closer to his family, and reflected, that working at Keystone since 2020 has been "the best professional experience I've had in 35 years." The following will be the Dean of Enrollment Management's near-future priorities, opportunities, and challenges.

Priorities, Opportunities and Challenges:

Diversify the student body. Currently, the majority of Keystone students come from the greater Beijing area. The school aspires to be the country's finest national boarding school, one that will attract students from different cities and from rural communities throughout China. Keystone hopes to enroll eventually 20-25% international students to better support and fulfill its mission. Current international enrollment is 7%, the majority of whom are children of faculty and staff. Given the strong boarding program, there is great opportunity to diversify, especially at the secondary level. Members of the Keystone leadership team are connecting with embassies and international communities in Beijing and seek partnership with the Dean of Enrollment Management to continue to build and foster relationships. There is also great opportunity to connect with other Round Square schools and other international networks to develop exchange programs.

Desired Qualities and Qualifications

The Dean of Enrollment Management need not speak Chinese but should be comfortable partnering with a translator—most likely, one of the very capable bilingual admission officers. Keystone seeks a skilled admission/enrollment professional with the following experience, characteristics, and qualities:

- Selective admission experience in independent schools and/or higher education with strong belief in and practice of holistic evaluation and a record of strategic outreach;
- A creative, strategic, flexible, and entrepreneurial thinker capable of operationalizing Keystone's distinctive vision;
- Culturally sensitive, curious, and competent;
- A dynamic and compelling communicator with excellent listening, writing, and public speaking skills;
- Energetic, open minded, and adaptable;
- Skilled at managing and supporting a team;
- An adventurous and open spirit;
- An educator at heart and in practice who strives to understand and support students and their
- parents in a thoughtful and compassionate manner;
- A life-long learner with a high degree of curiosity and initiative;
- Ability to build and foster strong, collaborative, and thoughtful relationships with stakeholders on and off campus;
- Experience in boarding schools and comfortable with the fluid nature between professional and personal life in such an environment;
- While confidence and gravitas are critical to this role, so are the ability to adapt and pivot with grace and a sense of humor.

Priorities, Opportunities and Challenges *continued*:

Stay attuned to governmental policies and regulations and seek opportunities within them. The government's regulations affect Keystone's practices, and school's excellent reputation and high profile attracts scrutiny. Keystone's leadership has managed the relationship with local government officials well and with transparency, and Keystone is considered an "exemplar" amongst private/international schools in Beijing. The team has or is successfully navigating regulations around lottery admission in 1st and 7th grades and around which database to use (OpenApply). The next leader will need to stay attuned to shifting/evolving policies and partner closely with colleagues to ensure Keystone remains in good standing.

Continuing to attract and retain values-aligned students and families. Keystone is one of only a few schools in Beijing with a license to enroll both Chinese citizens and international families. Demand amongst Chinese families who seek schools that offer a bilingual program that prepare their children for higher education in the U.S. and U.K. is very high, and the opportunity is to continue to find and educate families who understand and support Keystone's distinctive mission and values.

Continuing to guide, develop, and support the admission, alumni, and parent-relations teams. The Dean of Admission currently supervises a team of 11 in the admission office and the office of alumni and parent affairs, which includes two staff members. All members of the current admission team are bilingual and are Chinese nationals. The Secondary Admission Team currently consists of an Associate Dean of Admission and two admission counselors. The Primary Admission Team currently consists of another Associate Dean of Admission and four additional admission officers. The Associate Deans and one of the admission officers are some of the longest serving employees of the school. The Support Team includes three people. The team is collaborative, hard-working, and highly capable. Most of the admission team has had admission training through AISAP's summer institute in the U.S. The parent and alumni team includes a current parent and an alumnus from Keystone's first graduating class, and there is tremendous opportunity to develop this program to support not only admission but all-school efforts.

Financial leadership and management. The Dean of Enrollment Management will help to construct the admission office's budget and oversee its implementation. They will set annual admission and enrollment goals in accordance with the Academy's mission and budgetary projection and assists in the growth and development of the financial aid and scholarship budget. Additionally, they will work to leverage institutional scholarship aid as a strategic tool in meeting enrollment growth and net tuition revenue goals.



To Apply

Keystone Academy has retained Carney, Sandoe & Associates / The Baker Group to assist in the recruitment of the Director of Enrollment Management Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current and thorough résumé;
- Two communication samples, such as a parent/guardian communication, newsletter, open house speech, blog, article, or a video that shows an example of how you connect with constituents;
- Contact information for five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Jennifer Wong Christensen
Senior Consultant, Carney, Sandoe & Associates

jennifer.christensen@carneysandoe.com

Lisa Parsons
Consultant, Carney, Sandoe & Associates

lisa.parsons@carneysandoe.com

Compensation will be highly competitive and includes housing.

