Jon Keith

Professional Biography

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Education

* June 1977 Diploma Houghton Academy, Houghton, NY
* May 1981 B.S., Business Admin. Houghton College, Houghton, NY
* Dec. 1987 M.B.A., Business Admin. Northern Illinois University, DeKalb, IL
* June 1995 C.A. S, Educ. Leadership National Louis University, Evanston, IL
* Apr. 1998 Educational Certifications Benedictine University, Lisle, IL

Employment Service

* 1981-1985 Business Manager Wheaton Academy, West Chicago, IL
* 1985-1989 Director of Fin. & Developm. Wheaton Academy
* 1989-1995 Assistant Headmaster Wheaton Academy
* 1995-2006 Principal Wheaton Academy
* 2006-2007 Principal/C.O.O. Wheaton Academy
* 2007-2016 Chief Operating Officer Wheaton Academy
* 2009-2016 Summer English Inst. Director Wheaton Academy
* 2011-2016 Founder/President WAnet
* 2017 Interim CEO Transformation Academy, Shanghai, China
* 2017- Founder/President Keith Global, USA/China
* 2017- VP/CXO/American Principal Shutoon English, Guangzhou, China
* 2017- Executive Principal (PT) JOY International, Beijing, China
* 2017- Administrative Principal (PT) Great Heights Academy, Xiamen, China
* 2017- President Global Division (PT) Clapham Group, Indianapolis, Indiana
* 2017- Co-founder / Senior Consult. Global School Consulting Group, N. Amer./Asia

Certifications

* Teaching Certificate: Illinois Type 09 (Business 6-12)
* Administrative Certificate: Illinois Type 75 (Educational Leadership & Supervision)

Memberships

* Illinois Association of School Personnel Administrators
* Society of Human Resource Managers
* Government Finance Officers Association
* International Association of Christian School Administrators
* Association for Supervision & Curriculum Development
* National Association of Secondary School Principals

Professional Experiences / Community Involvement

* Illinois Coalition of Non-Public Schools Board (ACSI Representative)
* ACSI Illinois Representative
* West Chicago Chamber of Commerce Board
* Teacher Education Advisory Committee: Benedictine University
* M.A. Degree Planning Committee: Indiana Wesleyan University
* Business, Law, & Life Skills Class Instructor: Wheaton Academy
* Administrator and Teacher Seminar Presenter: ACSI Conferences
* Christian School Consulting (U.S.), K-8 Christian School Board
* ACSI Convention Planning Committee and Accreditation Team
* Service Trips: Russia, Georgia
* Mock Trial Team Coach/Founder: Wheaton Academy

Employment Responsibilities & Initiatives

5/81-7/85 Business Manager, Wheaton Academy

* Responsible for accounting and financial functions.
* Created all internal and external financial reporting systems.
* Worked closely with finance committees, banks and external auditors.
* Wrote policies and provided oversight of facility usage.
* Created staff job descriptions and performance evaluation systems.
* Created a financial aid evaluation system and student work study program.
* Worked with architects and general contractors to design educational facilities.
* Provided onsite construction supervision for educational expansions.

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8/85-7/89 Director of Finance and Development, Wheaton Academy

* Created and implemented strategic plans for fundraising and development process.
* Developed annual fundraising materials and planned / hosted events.
* Researched, purchased and implemented initial computerization of administrative functions.
* Created a pay scale system for co-curricular activities.
* Led land acquisition work including annexation process through local governmental bodies.

8/89-7/95 Assistant Headmaster, Wheaton Academy

* Created five-year financial planning cycle and established institutional benchmarks.
* Provided analysis of student, teacher and parent cultures that provided the foundation of a new Mission Statement and 20 years of institutional philosophies.
* Wrote the delineated specific objectives for school’s Mission Statement.
* Wrote and implemented a new student discipline philosophy.
* Wrote and implemented a new student “mature culture,” a new teacher culture (“Living Curriculum” standards) and parent culture (partnership).
* Create job descriptions and role contributions for additional administrative positions during a 20 year 200 to 660 enrollment growth phase.
* Designed and implemented frequently modeled initiatives like Winterim (J-Term) and Student Classroom / Teacher Surveys.
* Created a comprehensive nation-wide teacher recruitment system growing applicant pool from 10 to 300 per year.

8/95-7/07 Principal, Wheaton Academy

* Led design of five-million-dollar educational expansion and helped oversee daily construction.
* Coordinated the unexpected need to relocate a school for a two month.
* Coordinated the design of our six million dollars, seven hundred seat Fine Arts Building.
* Led a N.C.A. Self-Study that provided the impetus for educational and facility initiatives that emerged into a five-year capital and program campaign.
* Built HR dept. responsible for all employee hiring
* Conducted over 1,000 employee interviews leading to over 200 employee hiring decisions.
* Crafted and negotiated a long-term million-dollar lease of school facilities.
* Provided administrative support for student leadership emphasis (“The Zambia Project,” Christianity Today, Aug. 2005).
* Requested and received the largest single gift in school history to date.
* Created institutional communication filters and message themes.
* Built collaborative relationships with feeder schools, high schools and colleges.
* Initiated new Distance Learning Partnership with a University.
* Led the move to increase graduation standards (including A.P. classes, specialized sections).
* Led the significant expansion of our co-curricular programs (to 3 spots per student).
* Created expanded training, mentoring and support programs for our new teachers.
* Created a Portfolio System of Teacher Evaluation which focused on perpetual growth.

7/06-9/16 Chief Operating Officer, Wheaton Academy

* Led the expansion of student diversity from 2% to 20% over ten years.
* Created a strategic student recruitment and enrollment management system.
* Researched and evaluated options for administrative and education software.
* Secured bond funds for new construction.
* Coordination of architect and project management team for 12.8-million-dollar athletic complex.
* Conducted educational space study for future expansions.
* Lead and negotiated athletic conference change.
* Built and improved system of employee benefits and HR support.
* Oversaw implementation of new International Boarding Student Program.
* Leadership and oversight of distance learning expansion with universities.
* Built a system of institutional benchmarks.

Business / Management Experiences

Personnel

* Created, implemented and secured funding for worldwide recruitment program
* Edited Employee Handbook and wrote many HR policies
* Personally evaluated 200-400 employment inquiries per year
* Personally, conducted over 1,000 employment interviews
* Made primary hiring decision for over 200 employees
* Initiated and authorized all employment contracts for 25 years
* Designed employee training and mentoring programs

Accounting

* Maintained all school financial accounting systems (A/R, A/P, purchasing, payroll, budgeting, and reporting) for twelve years
* Researched, purchased and implemented the first accounting and fundraising software
* Created all financial statements for Board and Bank use

Finance / Reporting

* Built financial and reporting systems
* Initiated and led the conversion of payroll from manual to computerized outsourcing
* Handled construction records / payouts / supervision during construction projects
* Negotiated Line of Credit with banking institution
* Led bond issue process
* Created and maintained financial strategic plan
* Worked closely with auditor

Marketing

* Actively involved in planning / projecting the price of our product (tuition and fees)
* Initiated the marketing components of our student recruitment/admission functions
* Created and implemented surveying of all constituents (students, parents, employees, community, alumni)

Planning

* Build 5-year financial plan
* Created annual fundraising materials and plans
* Oversaw the emergency re-location of our total school for two months
* Oversaw the design and construction of multiple facility expansions
* Created organizational structure during multiple institutional transitions

Management

* Created and implemented collection policies
* Led negotiations resulting in million-dollar rental lease
* Created a financial aid evaluation system
* Researched and negotiated both employee and property insurance policies
* Served as school liaison to legal counsel during periodic lawsuits
* Oversaw transition of all financial services between banks
* Worked with consultants to evaluate institutional risk
* Supervised Building and Grounds Department

Outside Organizational Interaction

* Worked with OSHA, EPA, local City, Fire, Police
* Wrote and led real estate tax appeal
* Built relations with the local public high schools and universities