

23-24 Supervisor Orientation

By the end of this orientation, supervisors will be able to explain the philosophy, mechanics and logistics of the Corporate Work Study Program (CWSP).



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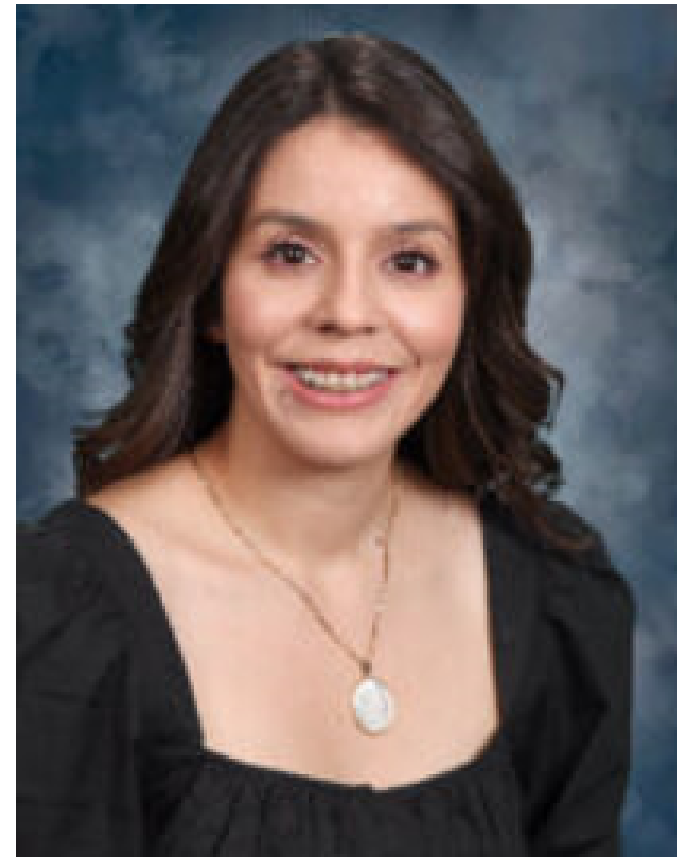
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MEET OUR TEAM



Gunnar Rawlings
VP of the Corporate
Work Study Program
and Strategic
Initiatives



Lucy Aguirre
Director of CWSP



Denesha Jackson
Client Relationship
Manager



Laura Wojcik
Business Manager

MEET OUR TEAM



Asia Whitley
Curriculum Manager



Erika Lara
Operations
Coordinator



Oscar Lara
Senior Transportation
Manager



Veronica Cruz
Transportation
Manager



ABOUT CRISTO REY DALLAS

CRD is a Catholic high school in Pleasant Grove that provides a college prep education to students of all faiths.

Our Corporate Work Study Program allows our students to earn about 60% of their tuition while developing professionally and personally.

CRD opened in 2015 as the 30th school in the Cristo Rey Network. There are more than 12,000 students enrolled in the 38 different schools in the network.



WHY CRD?



1. Affordability and Sustainability

2. Student Growth

- Education of the whole person
- Gaining marketable skills
- Developing lifelong learning behaviors applicable to school, work and life.

3. Lifelong Learning Behaviors

- Persistence
- Initiative
- Collaboration
- Precision
- Productivity
- Complex Reasoning Strategies
- Self-Direction





Logistics

Let's learn more about how the Corporate Work Study Program operates





WORK TYPE

In Person

students are required to report to the office on their assigned work day. If the students do not report to the office for work, they will be asked to stay home.

Hybrid

Students are required to report to work on majority of their assigned work day, but job partner will ask in advance if they can work virtually at school.

Work Schedules

Option 1

All 4 students will be assigned 1 department for the entire duration of the school year.

Option 2

Students will work in 1 department half day, and work at a different department the 2nd half of the day.

Option 3

Students will be assigned a department for fall semester, and switch to a different department for the spring semester.

Option 4

2 students are assigned to a department, and the 2 other students are assigned to a different department.

Student Hours

- Mon. - Fri.
- 8:30 AM/9:30 AM
- 3:30 PM/4:30 PM

Transportation

- School Shuttle

Accountability

- Daily Time Cards





Accountability

Here are a few ways we hold our students accountable.



Attendance

- CWSP expects student workers to work on their assigned days.
 - Student workers must make up any missed workday when CRD is not in session.
- CWSP will notify you as soon as possible if a student worker will be out.
 - If a student worker does not arrive in a timely manner, please contact CWSP promptly.
- Student workers must make up all unexcused workdays prior to the end of the trimester.
 - Each missed day that is not made up results in a **fine of \$100 per day**.



ATTENDANCE

Cont.

Office Closure

- Notify CWSP as soon as possible.
- Student(s) are **not required** to make-up a work day for an office closure.
- If you will not be at work on a student worker's assigned workday, we ask that you do your best to find another employee to supervise the student worker for that day.

Student Illness

- Assess your student worker first.
- Call CWSP with your assessment of student's apparent wellbeing
 - Please **do not** call parents
- CWSP will arrange for student to return to school.
 - 9-12pm
Departure: Makeup workday
 - 12-4pm
Departure: No Makeup workday

Academic Reasons

- Due to academic reasons, such as sports, competitions, performances etc. students will need to miss work or leave early.
- You will be notified by CWSP at least 24-48 hours in advance.
- Students are **not required** to make-up the work day.

Sample Timecard



Time Card Feedback for Jonathan Student on 7/15/2021

Dear Jenny Supervisor,

Please provide performance feedback for Jonathan Student for 7/15/2021. If you like, you can adjust hours, request a follow-up or add a comment after providing a rating.

Hours Worked: 7 hrs 30 min

Lunch: 0 hrs 45 min

Exceptional

Above Expectations

Met Expectations

Needs Improvement

Unsatisfactory



CRISTO REY

N E T W O R K

Time Card Details

Student Name

Jonathan Student

Date Worked

07/15/21

Activities:

Today, I attended a department meeting in the morning and learned about a new project that will launch next month. I spent a few hours updating the company's contact database, then I worked on a PowerPoint presentation that I will be making at next week's department meeting.

Hours Worked

7 hrs 30 min

Time At Lunch

0 hrs 45 min

Hours Worked Without Lunch

6 hrs 45 min

I would like to update the hours worked * Yes No

Performance

Unsatisfactory

Needs Some
Improvement

Met
Expectations

Above
Expectations

Exceptional

Rating *

Additional Comments

Share comments with student? *

Yes No

Request a follow up from Cristo Rey? *

Yes No



Timecard Approvals

Why your timecard approvals are important!

- U.S. Department of Labor compliance
- Network data gathering
- Student worker support
- Documentation
- Supervisor support
- Academic credit
- Program improvement

Your Feedback is Needed!



Student Growth

We want our students to be respectful and professional at school and work. Let's learn more how we ensure our students





Department of Labor Requirements

To ensure we can continue with the Corporate work Study Program, Department of Labor has certain requirements in place.





Site Visits

The U.S. Department of Labor requires two site visits as a condition for permitting our work program. These site visits also allow CWSP to learn more about student workers' performance and assist supervisors with any issues that may have developed.

2 site visits are required for the year!



Performance Evaluations

The Dept. of Labor requires supervisors to complete two performance evaluations on each student worker. In December and May, CWSP will email supervisors a link to the evaluation. CWSP uses the data from the evaluations to gauge student worker performance and to adjust the CWSP curriculum. We ask that supervisors complete the evaluations under the assumption that students will see.

**2 performance Evaluations
are required for the year!**



Expectations & Policies For Success

We hold our students to high expectations, and want to ensure they leave this program as experienced professionals.





Expectations & Policies For Success

Lunch

- Set check-in expectations for the student to hold them accountable for arriving on time.
- Have a plan for students to check-in with supervisor when main supervisor is out.
- Stress timeliness:
 - check-in the morning, before lunch, after lunch, and before leaving.

Electronics

- Student workers are not permitted to use electronic devices while working unless they receive explicit supervisor permission.
- Student workers are aware that partner electronics should only be used for partner work.
- Please let CWSP know if a student worker uses electronics inappropriately. (i.e cellphones)



Expectations & Policies For Success

Lunch

- The timing, duration, and location of a student worker's lunch is at his/her supervisor's discretion.
- Parents are prohibited from taking student workers to lunch.
- Students should not use ride-sharing services, taxis, or public transportation.
- Clear off-site meals or events with us in advance.

Uniform

- The uniform consists of gray slacks; a white, collared shirt with the CRD logo; an orange and yellow striped tie; and a navy blue blazer.
- If a student worker's assignment risks damage to the uniform, please contact CWSP before granting permission to wear other clothing.
- Student workers may not participate in partner casual days.



CWSP Events

Here are some events to look forward to for the upcoming school year.





ORIENTATION DAY!



August 18th

Time: 9-12/1pm

- All students will arrive to the office, or your designated meeting place.
- Accompanied with a CRD staff/faculty member.
 - You will be notified in advance of your CRD staff/faculty assignment.
- Agenda:
 - Students will present their student profiles
 - Supervisor & Student Introductions
 - Tour the office
 - Lunch/Team building

Please be patient with us as we try to meet the pick up and drop off time.



STAFF TO WORK ○ ○ ○ ○ **DAY**

April 25th!

Time: 11-1pm

- Senior Student ONLY
- Agenda:
 - Senior workers arrive at work at usual arrival time
 - CRD Faculty or Staff member arrives at office at 12pm
 - Presentation and Q&A
 - Student Led Tour & Lunch
 - Senior returns to work
- The presentation is for you, the Cristo Rey staff, and any others you choose to invite to enjoy.
- Celebratory lunch with everyone.

You will receive more communication well in advance

Stay Connected!

Here are just a few more events to stay tuned for:

- *Grow the Grove*: April 5th
- *Decision Day*: May 15th
- *Graduation*: June 8th

[Click here to stay up to date!](#)





Communication

We want to keep you informed with the latest updates, important updates, and future events.



Monthly Newsletter!

Stay in the know with upcoming important dates, Cristo Rey highlights, and so much more.



CORPORATE WORK STUDY
NEWSLETTER

December 2022

FROM THE FRONT OFFICE AT
CRISTO REY DALLAS



Pictured: Rebeca Milan with Fighting Irish Cristo Rey Faculty.

As we enter into the last month of the year, we are reflecting on the accomplishments of our students, most especially our seniors.

We are very excited to share that senior Rebeca Milan, at Lockton Dunning Benefits, was matched with the University of Notre Dame through QuestBridae! Rebeca is one

Get in Touch

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THANK YOU

*We look forward to working
with you*

