



Corporate Work Study Program Manager

Corporate Work Study Staff at Cristo Rey Baton Rouge maintain high expectations for ourselves and our students and work tirelessly to support each student's learning, growth, and development. We are mission-driven individuals who build a culture of joyfulness, creativity, respect, responsibility, and perseverance. Our dream team is comprised of members who strive to be constantly learning, reflecting, creating, and developing.

Responsibilities

CWSP Daily Tasks

- Efficiently “send-off” and “welcome back” student workers each day. Morning “send-off” will run from 7:25am-7:55am and will include a mini-lesson, attendance, dress code check and lunch distribution. Afternoon “welcome back” duty will run from approximately 4:20pm-5:00pm include timecard completion assistance, student monitoring and mentoring opportunities.
- Report attendance to Job Partner and appropriate school personnel by specified time.
- Report dress code violations to appropriate school personnel.
- Create timecards in Salesforce, follow up to ensure completion and monitor supervisor feedback for student successes as well as growth opportunities.
- Create and execute constant and effective communication plan with Job Partners to ensure yearly renewal and overall Job Partner satisfaction.
- Create and maintain Job Partner Site Visit schedule. DOL requires a minimum of TWO site visits per year.
- Create and maintain student 1-on-1 schedule with student workers. Work with CWSP Staff to develop and implement reporting process for student successes and struggles.
- Utilize Salesforce to record site visits and ensure contact information for supervisors and students is correct and up to date.
- Provide guidance and/or supervision for Student Workers
- Check in as needed or required with CWSP Director.

CWSP Weekly Tasks

- Call or email each Job Partner as part of developed communication plan.
- Attend all school assemblies and participate as needed or required.
- Attend and participate in all CWSP Team meetings and be prepared to contribute to agenda as needed or required.
- Review timecards in Salesforce and resolve all missed days. Contact students to submit any timecards that are incomplete.

Ongoing and Summer Tasks

- Assist CWSP Academic Manager, CWSP Director, Principal and other key personnel to develop and implement Summer Intensive curriculum and schedule.
- Assist in development and implementation of Retraining Curriculum containing subject matter to support students that have been fired or suspended from their Job Partner.
- Maintain high level of proficiency in using Salesforce for Timecards as well as Information upkeep for Student Workers and Job Partners.
- Participate as needed or required in student recruitment events both on and off campus, including Open House events in both Fall and Spring.

- Regular reporting to CWSP Director and CWSP Team on student/Job Partner/supervisor successes, struggles, progress and opportunities.
- Develop plan, theme, location, speakers for Supervisor Lunch and Learns, Draft Day and other CWSP Events as needed or required.
- Develop relationships with and meet the individual needs of each student consistent with the school's belief in caring for the whole child.

Organization-wide Learning & Development

- Participate in the school's professional learning community, collaborating with colleagues to analyze student work and teaching practice. Help to create a reflective learning organization for both students and adults.
- Must be able to maintain cooperative and effective working relationships with other employees and function in a team environment.

Daily Schedule (tentative)

- The school day will begin at 7:30am and finish at 3:34pm (CWSP finishes at approximately 4:45pm). All academic instructors are in classrooms ready to begin by 7:15am if they are teaching 1st hour. .
- All members of the CWSP Team must be able to handle other department needs as necessary.

EXAMPLE DRAFT

World History				
	M	T	W	Th
1st 7:30-8:25	World Hist	World Hist	World Hist	World Hist
2nd 8:28-9:18			Hist Team	
3rd 9:21-10:11	World Hist	World Hist	World Hist	World Hist
4th 10:14-11:04	W.Geog	W.Geog	W.Geog	W.Geog
5th 11:07-11:57				
6th 12:00-12:50	W.Geog	W.Geog	W.Geog	W.Geog
7th 12:53-1:43	SUB	SUB	SUB	SUB
8th 1:46-2:36				
9th 2:39-3:34	World Hist	World Hist	World Hist	World Hist
Religion II				
	M	T	W	Th
1st 7:30-8:25	Religion 1	Religion 1	Religion 1	Religion 1
2nd 8:28-9:18	SUB	SUB	SUB	SUB
3rd 9:21-10:11				
4th 10:14-11:04	Religion 2	Religion 2	Religion 2	Religion 2
5th 11:07-11:57	Religion 2	Religion 2	Religion 2	Religion 2
6th 12:00-12:50				
7th 12:53-1:43				
8th 1:46-2:36	Religion 2	Religion 2	Religion 2	Religion 2
9th 2:39-3:34	Religion 1	Relg Team	Religion 1	Religion 1

Supervision

- CWSP Success Agent reports to CWSP Director as direct supervisor.
- Responsibilities of CWSP Relationship Specialist do not include staff supervision.