

Welcome!
July 2025



Presentation
will start in 5
minutes!

CRISTO REY
COLUMBUS HIGH SCHOOL

Welcome!

Thank you for
making time to be
with us this morning.



We have original and first year partners with us today!

Original Partners Welcome back!

Bricker Graydon LLC
First Merchants Bank
Franklin County Board of Commissioners
Franklin County Treasurer
Grange Insurance
Kimball Midwest
Mount Carmel Health System
Nationwide Insurance
Ohio Police & Fire Pension Fund
OhioHealth

First Year Partners Welcome to the family!

Buckeye Ranch
City of Columbus Public Health
Columbus Diocese
Design Outreach
Franklin Co. Coroner's Office
Legal Aid of Southeast and Central Ohio
Scioto Country Club
Supreme Court of Ohio
Worthington Enterprises

Meet the Professional Work-Study Team!



KRISTIN MUTCHLER

Chief Operating
Officer



SONIA SPRAYBERRY

Director of Work
Study



RACHEL MILLER

Asst. Director of Work
Study



ANTHONY HOLT

Relationship Manager



LEANNA GREENLEE

Relationship Manager

Agenda & Key Topics



- Cristo Rey Overview
- Building Strong Relationships with Students
- Operations & Logistics
- Student Success: Development & Curriculum
- Supervisor Success: Support & Ongoing Training
- Workplace Policies
- Questions

A large, multi-story brick building with Gothic architectural features, including pointed arch windows and decorative stonework. The building is set on a green lawn with trees in the background. A sign in the foreground reads "CRISTO REY COLUMBUS HIGH SCHOOL".

Cristo Rey Columbus Overview

CRISTO REY
COLUMBUS HIGH SCHOOL

PWSP At-A-Glance:

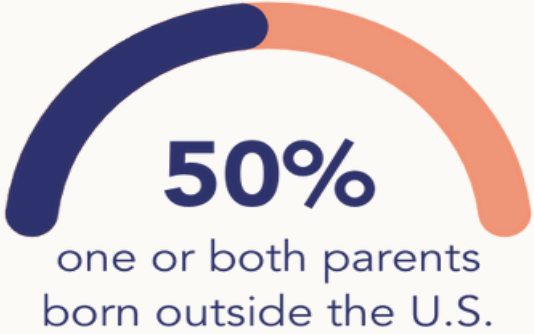
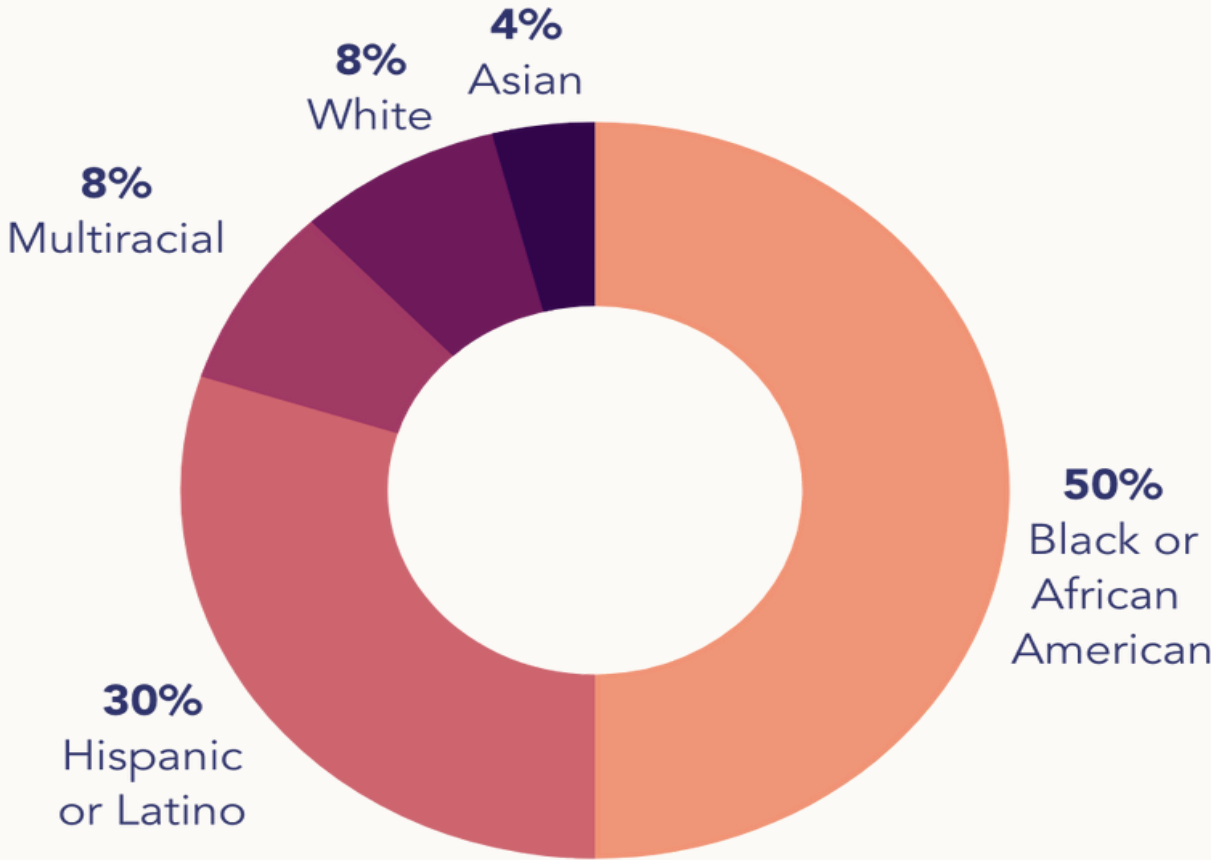
- Cristo Rey Columbus High School is one of 40 schools in the Cristo Rey Network
- The Professional Work-Study Program is the employer of record
- We assign students to worksites and provide training and ongoing supervisory support



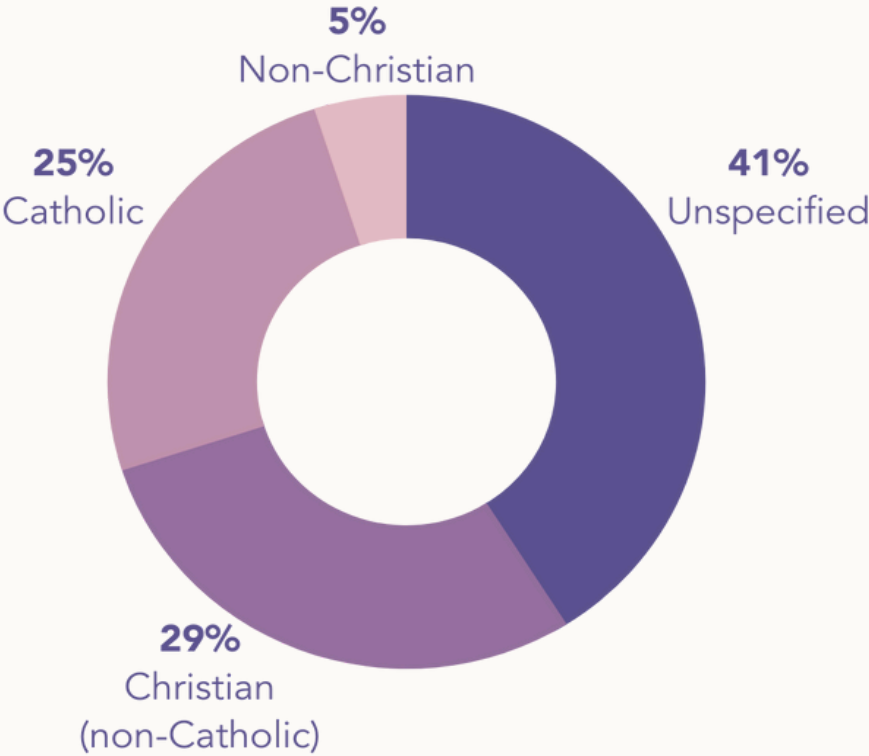
Diversity at Cristo Rey Columbus

Cristo Rey students comprise of a diverse student body passionate about celebrating the many cultures and ethnicities in the school community through clubs and events:

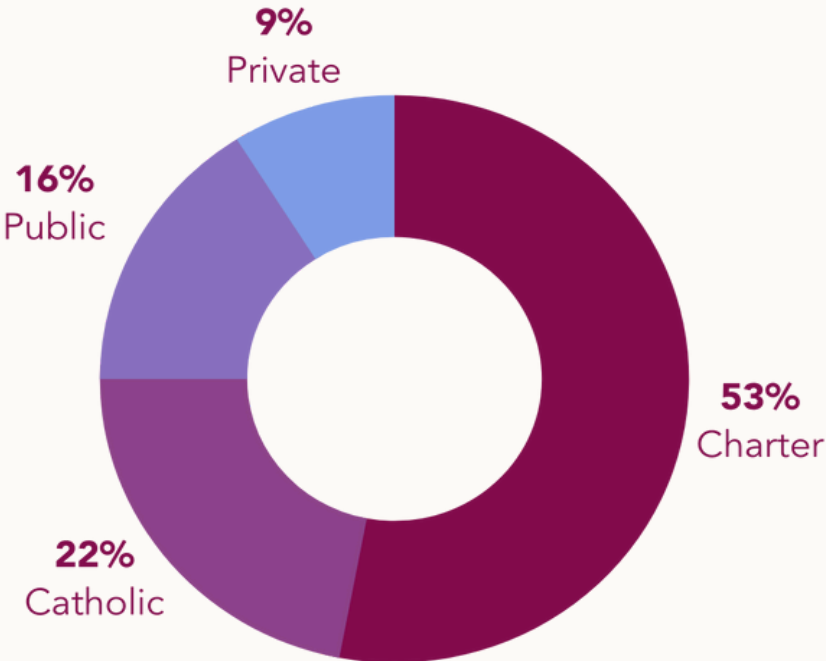
- UNICEF CLUB
- MELANATED & EDUCATED CLUB
- HERITAGE MONTH CELEBRATIONS
- INTERNATIONAL NIGHT



Religious Affiliation



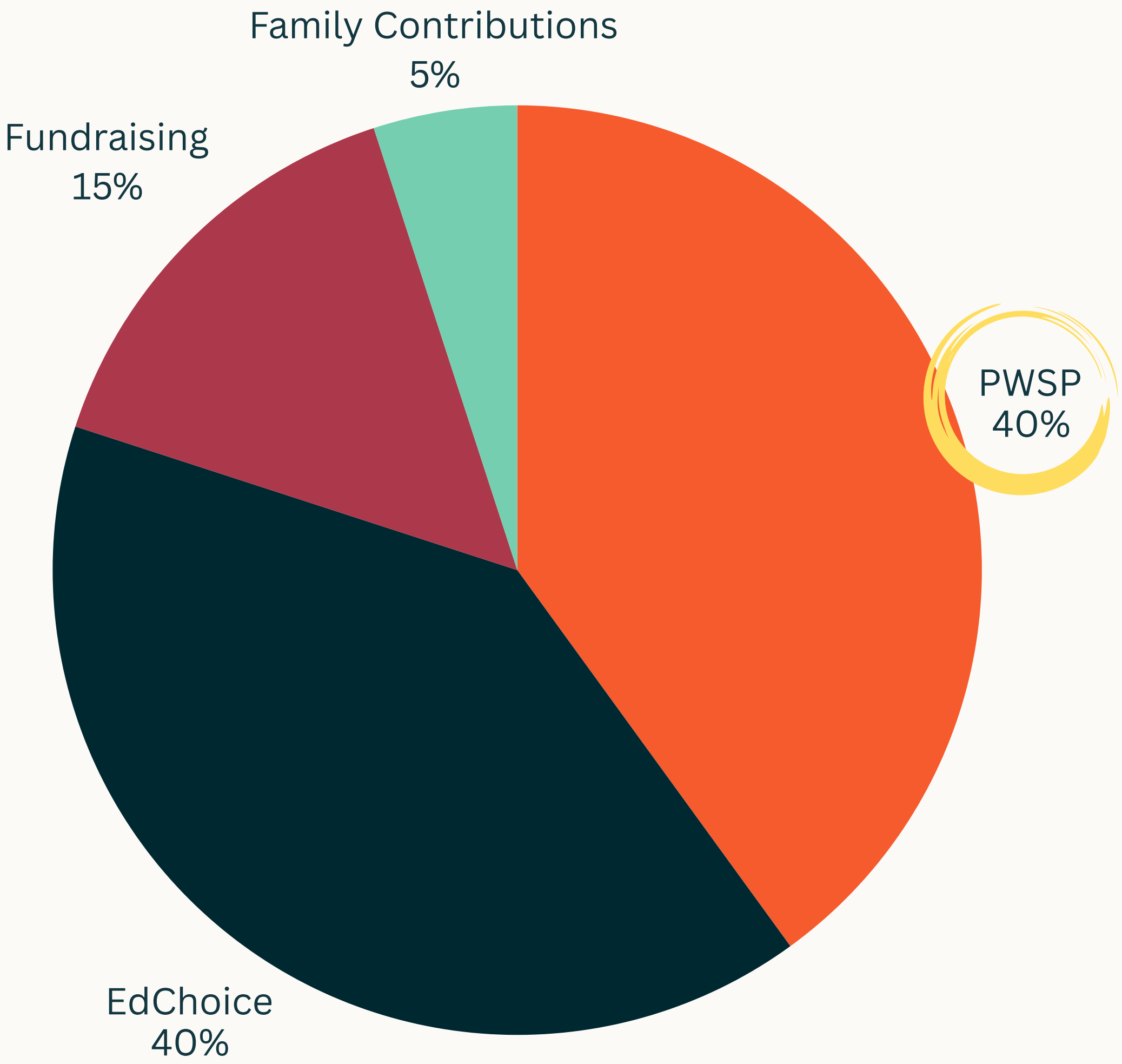
Middle School Attended



Funding

The work-study program accounts for **40%** of the school’s operating budget. The fees business partners pay offset the cost of tuition for our students, transforming the price of a \$20,000/year education into an accessible cost for under-represented families.

Cristo Rey Columbus could not accomplish its mission without the ongoing support of our dedicated business partners or the hard work of our bright young professionals.



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Building Strong Relationships with Students

Workplace Inclusivity & Relationships

Students feel valued at work when they have strong relationships with their supervisors and work in an inclusive environment. Increasing your awareness of the following can help to foster inclusivity:

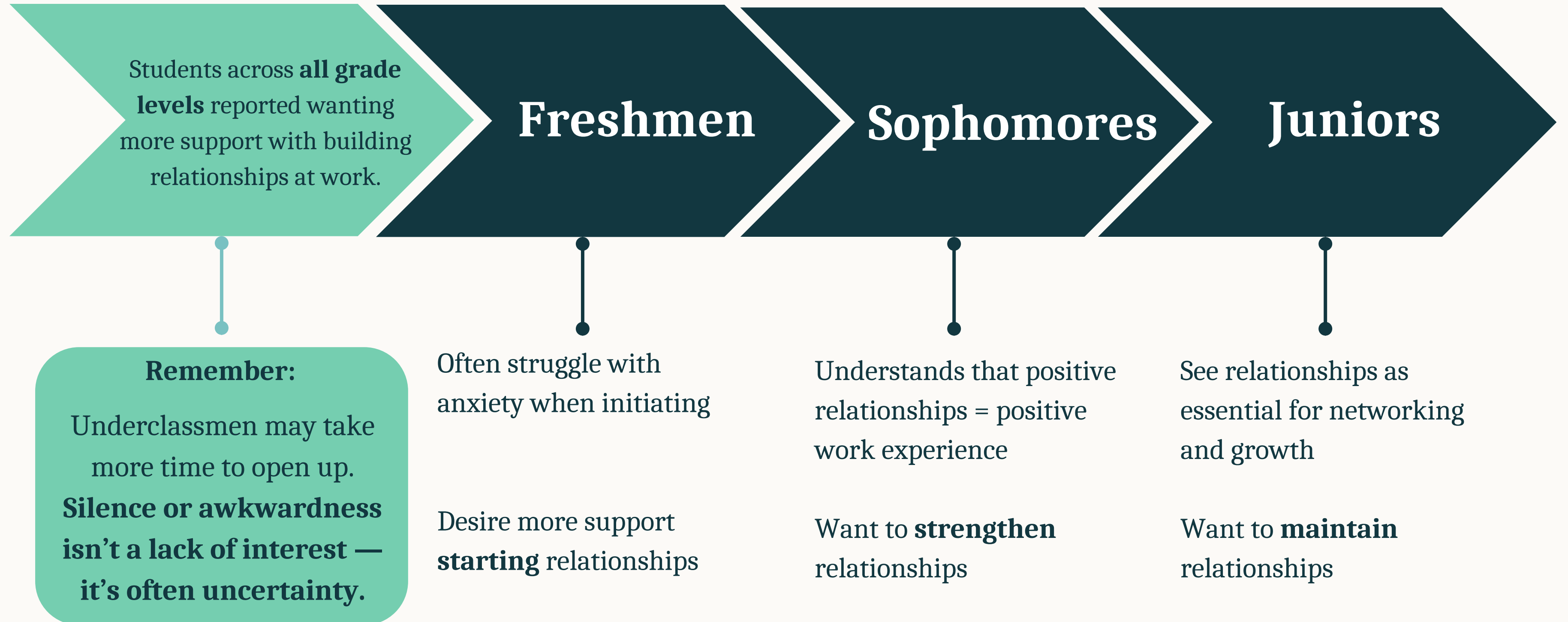
01

Implicit bias - An unconscious bias, usually based on stereotypes, that can impact your thoughts and behaviors toward others without you realizing it.

02

Microaggressions - Subtle, usually unintentional interactions and/or behaviors that communicate negative or hostile messages toward historically marginalized group members.

Relationship Building



Turning Insight Into Action: Supporting Student Relationships

Student data shows:

Best practices to utilize and **why they're helpful:**

Many students feel
anxious or unsure
initiating conversation.



Best Practice #1: Set clear expectations on how and when to communicate with you.

Why it Matters: Students are more likely to reach out confidently and use you as a resource. This also reduces uncertainty and promotes healthy, proactive communication. Designating a secondary supervisor also ensures students always have support, even when you're unavailable.

Best Practice #2: Initiate regular check-ins with your student.

Why it Matters: A consistent 1:1 builds trust and comfort over time. Even a quick weekly or biweekly conversation goes a long way in building trust, rapport, and your student's confidence in coming to you.

Best Practices Continued

Student data shows:

Students want to improve their relationship building skills to boost their confidence and enrich their experiences at work.



Best practices to utilize and **why they’re helpful:**

Best Practice #3: Start with positive feedback.

Why it Matters: Positive reinforcement helps build confidence and motivation. It’s helpful to recognize their efforts, no matter how small. A simple “thank you” or “great job” can build confidence and connection.

Best Practice #4: Be intentional about communicating during moments of downtime.

Why it Matters: Casual conversations can feel low-pressure and genuine. Invite them to share about their school interests, career goals, or ask how their day is going and listen without judgment.



In a nutshell:

1. Start small.
2. Be patient.
3. Take the **guess work** out for your student.

Small actions, like using your student's name, celebrating progress, and asking them follow-up questions, can transform how supported a student feels. Being consistent and having patience is also key. **Communicate when and how is best to communicate with you** so that students don't use that as a barrier or excuse not to initiate conversation with you.

Here are a few quick and easy conversation starters for students:

- What's been the highlight of your day so far?
- What at school are you excited or nervous about?
- What part of your current project do you enjoy most?
- What's your dream job or something you're curious to explore?

Operations & Logistics

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Updates to Curriculum & Technology

Prioritizing Tech Proficiency

- School-wide Microsoft transition
- Students receive new devices
- PWSP is integrating hands-on tech practice into our curriculum



Student Assignments

- Assigning Microsoft Skill Modules
- Unit-based lesson planning
 - Dedicating more time per topic to reinforce concepts more effectively
- Sharing curriculum with supervisors in advance



Student Work Schedule

Daily Schedule ~9:00am-~3:00pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	A	B	C	D	A
WEEK 2	A	B	C	D	B
WEEK 3	A	B	C	D	C
WEEK 4	A	B	C	D	D

A = FRESHMEN

B = SOPHOMORES

C = JUNIORS

D = SENIORS

DOL Requirements

PWSP must have strict record-keeping practices by collecting:

- Job descriptions
- Time cards
 - Including Lunch and Break Times
- Mid-year & End-of-Year performance evaluations
- Perform 2 site visits (fall/spring)

DOL checks that we are accounting for safety and hours worked of students



Without total participation from students and supervisors, we cannot operate our program

Importance of Timecards



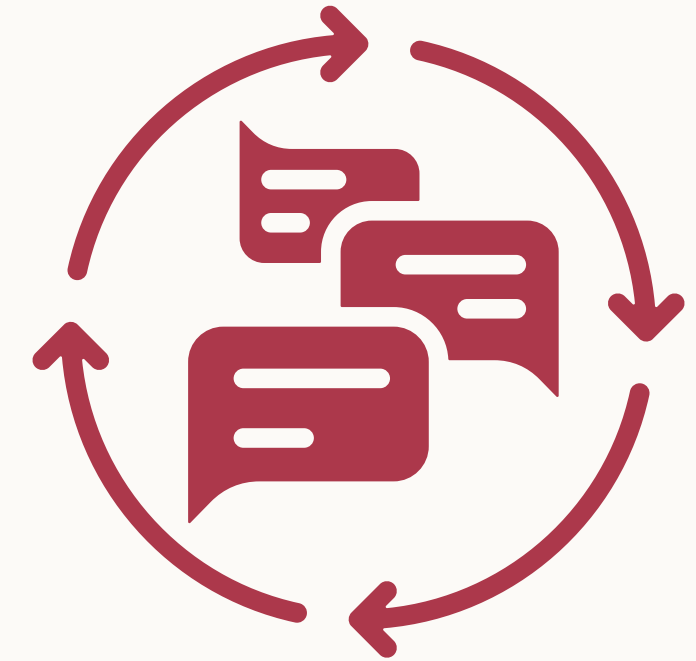
DEPARTMENT OF LABOR REQUIREMENT

100% of timecards are
required from students **and**
supervisors



UNDERSTANDING YOUR BUSINESS

Weekly student reports help us
understand how your student is
involved and the needs of your
business




REAL-TIME FEEDBACK

PWSP can address student
struggle points **immediately**
following the timecard

Daily Timecards

Provide rating for students' performance at work



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

Feedback for Jonathan Student for 7/15/2021. You can adjust hours, request a follow-up or add a comment.

Hours Worked: 7 hrs 0 min

Lunch: 0 hrs 45 min


Exceptional

Above Expectations

Met Expectations

Needs Improvement

Unsatisfactory



Time Card Details

Student NameJonathan Student

Date Worked07/15/21

Activities:

Today, I worked on entering data into the company's Salesforce and ran some reports based on sales information and exported the data into Excel.

Hours Worked7 hrs 0 min

Time At Lunch0 hrs 45 min

Hours Worked Without Lunch6 hrs 15 min

I would like to update the hours worked *

☐ Yes☒ No

Performance

UnsatisfactoryNeeds Some ImprovementMet ExpectationsAbove ExpectationsExceptional

Rating *

☐☐☐☐☒

Additional Comments

Share comments with student? *

☐ Yes☒ No

Request a follow up from Cristo Rey? *

☐ Yes☒ No

Other Time Cards To Approve

You have other open time card(s) to approve. Please select which one you would like to complete next and click the "Submit" button to proceed to the next.

Able to request follow-ups with PWSP Relationship Manager

Option of sending a copy to your student worker for additional feedback

Making Meaningful Matches

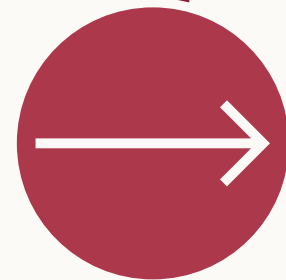
PWSP gathers data from both sides to make intentional placements that satisfy partner needs and encourage student growth

Job Partner Portion

Collect detailed job descriptions

Survey Supervisors at Year-End

Utilize knowledge of successes & challenges throughout the past year

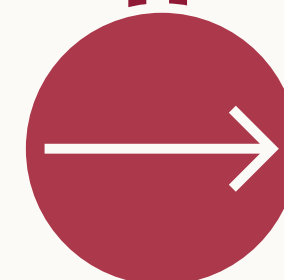


Student Portion

Survey Freshmen-Juniors at Year-End

Salesforce Assessment

- Strengths
- Weaknesses
- Career interests



Matching Process

Thorough Review of survey sets

Matching based on:

- Partner needs and preferences
- Student's skill sets
- Student's top industry interests

Top Industries

2024-25



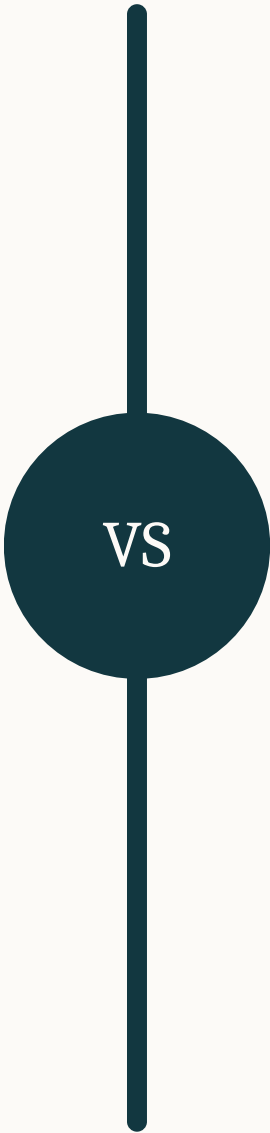
Healthcare

Science, Technology, Engineering, Art,
and Mathematics (STEAM)

Automotive Care, Sales &
Service

Animal Welfare & Adoption

Architecture & Engineering



2023-24



Healthcare

Animal Welfare & Adoption

Science, Technology, Engineering,
Art, and Mathematics (STEAM)

Engineering

Real Estate

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Student Success: Development & Curriculum

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We are a learning program.

Our students are with us for four years, and they will grow and evolve tremendously during that time — personally, professionally, and socially. What they need as freshmen will look very different from what they seek as juniors or seniors. **As supervisors, you play a critical role in that journey.**

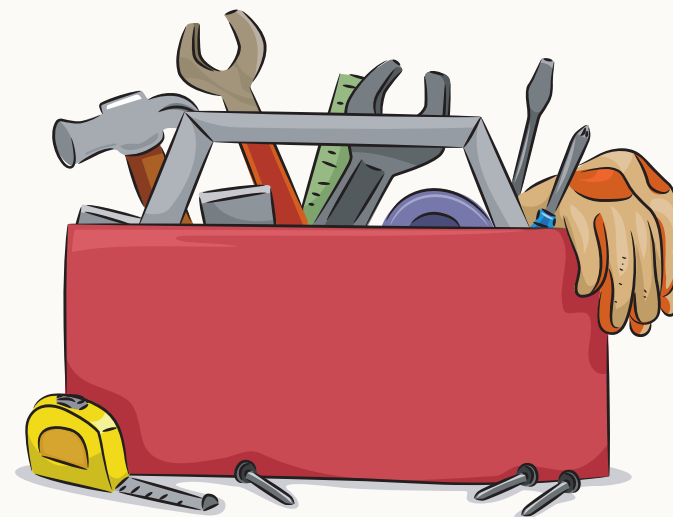
What Students Gain Over Four Years:

Self Awareness:



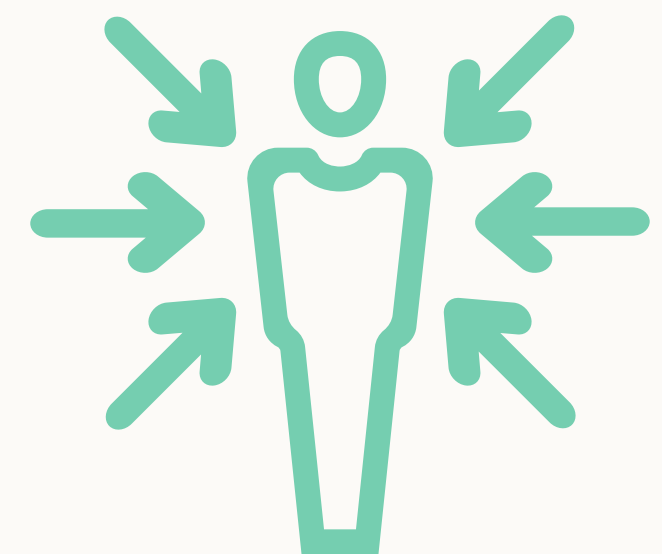
Understanding their strengths, values, and areas for growth

Skill Building:



Gaining practical tools for success

Purpose:



A deeper understanding of their individual mission

Student Development Over Time

What is the starting point for students? How do their skillsets grow and change?



Freshmen

Strengths:

- Adaptable
- Professional
- Produces accurate work

Needs Support In:

- Building confidence
- Navigating the office
- Building relationships



Sophomores

Strengths:

- Communication and engagement
- Applying transferable skills learned last year

Needs Support In:

- Independent problem solving
- Anticipating needs



Juniors

Strengths:

- Building meaningful connections
- Collaboration
- Take on higher level work

Needs Support In:

- Integrating feedback into work performance
- Starting their network



Seniors

Strengths:

- Highly professional
- Completing complex projects

Needs Support In:

- Self-advocating for more challenging work
- Maintaining connections

Summer Success Institute

(Formerly known as 'Summer Business Training')



What's the same this year?

- Focus on professionalism and workplace readiness over the course of seven days
- Freshmen and transfer students only
- Daily homerooms, tech time, and incorporation of PAWSitive Impact Mentors

What's different?

- Combined with Summer Bridge into one unified program
- Academic lessons (Math + ELA) now built into the schedule
- Community time/assemblies added to build school culture

Continuous Learning

All student workers 9-12 are given **daily** professional development assignments focused on various soft and hard skills.

Target completion time is 10-15 minutes so they can be completed on breaks.


Cristo Rey Network Benchmarks and local supervisor feedback guide Cristo Rey Columbus's curriculum development.

Name: _____ Date: _____	Icebreaker: What fictional character do you relate to the most? Your answer: _____ Supervisor answer: _____
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Professional Expectations


Defining What's Expected of You So You Can Grow As a Professional
For this week, we're combining what we learned about dignity at work, understanding your why, and self-assessing your professionalism so that we can define clear expectations for how you should think and act at work to strengthen your professionalism. Read the list of expectations below and then respond to the prompt at the bottom of the page.

What is expected of me as a student worker?

- **Work hard**
 - Try your best every workday to produce a large amount of accurate, high-quality work. You don't need to be perfect, but you are expected to try hard.
- **Ask questions often**
 - It's okay if you don't understand something, but you need to ask questions if it doesn't make sense.
- **Behave professionally**
 - Act and speak with respect and avoid using slang. Be polite, express gratitude often, and maintain dignity.
- **Keep an open mind** (write your own definition/example of how to keep open mind below!)

- **Take Initiative**
 - Don't wait around for someone to bring you a task. Seek out your supervisor and coworkers and ask how you can help!
- **Challenge yourself**
 - Don't seek the easy route. You learn the most when you're challenged, and that might mean being a little uncomfortable, but you can do it!
- **Follow rules and policies for your specific work placement and for PWSP**
 - Policies are in place to keep you safe. You are expected to follow all PWSP and workplace-specific policies.

Please note that this is not a comprehensive list of every single workplace expectation

Pick one expectation from the list above and provide a specific example of how you have met that expectation.

 Write at least 3 sentences!

Keeping Students Engaged



OFFSITE EVENTS

CONFERENCES, PANELS,
COMMUNITY EVENTS

SHADOWING A COLLEAGUE

DEPARTMENT ROTATION

PROJECT VARIETY

MIX UP REPETITIVE TASKS WITH
CREATIVE OR CHALLENGE
PROJECTS

Senior Capstone

All seniors are required to
present their final projects at
Worksite Summit in May



Senior Capstone is a Graduation Requirement



Goals of the presentation:

- Summarize work experience
- Demonstrate polished public speaking skills
- Celebrate accomplishments
- Share goals and aspirations

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Supervisor Success: Support & Ongoing Training

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It's our job to support you.

And here's how we do that:

- 🧭 **Orientation & Onboarding**
- 🤝 **Real-Time Support:** Have a question? Need to problem-solve? You can call, text, or email your Relationship Manager directly
- 📅 **Roundtables & Resources:** We host roundtables during the year to connect supervisors, share challenges, and offer new strategies
- 📍 **Site Visits:** We visit you twice a year

PWSP Expectations for Supervisors

- **Supervise your student workers**
 - Check-in with your student often
 - Provide them with a daily written/digital schedule or task list
- **Support DOL compliance**
 - Submit all timecards rating your student's performance
- **Share any/all needs & concerns with your Relationship Manager**
 - No item is too trivial - we can't fix what we don't know



First Time Supervisors

Tips for success in your first year with Cristo Rey

01

HAVE COURAGEOUS CONVERSATIONS TO HELP STUDENTS MEET THEIR POTENTIAL

02

MAKE TIME TO CONNECT: PRIORITIZE RELATIONSHIP BUILDING WITH YOUR STUDENT

03

IDENTIFY A SECONDARY: MAKE SURE YOUR STUDENT ALWAYS HAS SOMEONE THEY CAN GO TO

04

SET CLEAR EXPECTATIONS, GIVE CLEAR INSTRUCTIONS, AND STRUCTURE YOUR WORKDAY FOR YOUR STUDENT

Best Practices

Identifying Student Projects



Assess your workday – Ask yourself:

- What tasks and projects do I wish I had more support in?
- What areas can I train my student in so they can take on this work?
- Opportunities for my student to own a project



Reach out to other departments

- Provide shadowing opportunities
- Allow student to assist with other projects to add variety and gain experience

Workplace Policies

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Workplace Policies:

- If traveling off-site, there must be **at least three people** present in the car (including your student)
- If walking/using public transit, one adult must be present
- Uniforms
- Holidays & Unexpected Closures
- Student Attendance
- Student sick at work? Please contact us!





PWSP EXPECTATIONS FOR STUDENTS:

- Family and friends are **not** allowed to visit students at work.
 - Students are not permitted to leave their worksite during the day, unless accompanied by an adult co-worker.
- ! Students may not make personal appointments on their work day.

Cellphone Policy



Studies show **improved focus, attention, productivity, and test scores** from limiting phone use at school

NEW

All students will be required to store their cellphones in a phone locker while at school.

Students **are allowed** to take their phones to work.

We ask that supervisors **support us in this initiative** by asking your student to store their phone away from their work station with the exception of their lunch break.

If you have an **exception** (like 2-step verification) your Relationship Manager will be happily brainstorm solutions with you.

Upcoming Events:



SPEED-CHATTING

Tuesday,
August 12



DRAFT DAY

Tuesday,
August 19



WORKSITE ORIENTATION

Tuesday,
August 26



FIRST DAY OF WORK

Tuesday,
September 2

A large, multi-story brick building with a Gothic Revival architectural style, featuring multiple gables, crosses on the roofline, and numerous windows. A sign in the foreground identifies it as Cristo Rey Columbus High School. A semi-transparent white diamond shape is overlaid on the center of the image, containing the text "Any questions?".

**Any
questions?**

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A large, multi-story brick building with a gabled roof and several crosses on top, identified as Cristo Rey Columbus High School. The building is set on a green lawn with trees in the background. A semi-transparent white banner is overlaid on the center of the image.

**Thank you for
joining us!**

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