ICA CRISTO REY ACADEMY EST. 1883

AUGUST 11, 2026
12:00-1:00PM

Supervisor Kick-Off

ICA Cristo Rey Academy's

Corporate Work Study Program

ICA CRISTO REY ACADEMY EST. 1883

Ria Aquino

Director of Mission & Brand Integration



Our Mission

ICA Cristo Rey Academy is a Dominican Catholic college preparatory high school that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience and the support of our spiritual community, we prepare students for a life of faith, purpose, and service.

100%
COLLEGE ACCEPTANCE RATE

82%
FIRST GEN COLLEGE-BOUND

97%
STUDENTS OF COLOR



Summer Updates!



Why CWS Matters

Changing Lives Through Opportunity

143-year legacy of educating young women

College-preparatory education + professional experience

Students work one day each week

Affordable private education through workplace partnerships

Meet Your Partnerships Team

Bella Kearney & Felienne Dante

Your Impact As a Supervisor

YOU ARE MUCH MORE THAN WORKPLACE MANAGERS



You are a mentor, coach, role model, and a confidence builder.



Supervisor Overview

SITE VISITS

- **Strengthen Partnerships** – Build meaningful relationships with supervisors and partner organizations.
- **Support Student Success** – Observe Student Associates, celebrate wins, and identify opportunities for coaching.
- **Understand the Workplace Experience** – Learn about students' day-to-day responsibilities, projects, and professional growth.
- **Provide Ongoing Support** – Ensure supervisors and students have the tools, resources, and guidance needed for a successful year.



TRANSPORTATION

- **Clear Transportation Plans** – Every Student Associate has an established transportation plan before their workday begins.
- **ICA Transportation Support** – ICA coordinates transportation or approves parent/guardian direct commute arrangements.
- **Reliable & On-Time Arrival** – Our goal is for every student to arrive safely, on time, and ready to work.
- **We're Here to Help** – Contact the CWS Operations Team anytime with transportation questions or concerns.



Supervisor Overview

TIMECARDS

- **Daily Feedback Required** - Supervisors complete daily online ratings, satisfying Department of Labor standards and directly impacting student grades.

- **Partner & ICA Visibility** - Provides real-time insight into daily accomplishments, helping us identify coaching opportunities early.

- **Student Skill-Building** - Teaches Student Associates accountability, time reflection, and professional communication habits.



NEW TIMECARD RUBRIC

- **Supervisor-Focused Tool** - Designed to make evaluating daily student performance easier, clearer, and more objective.
- **Program Equity & Consistency** - Ensures fair and standardized grading across diverse job sites and student responsibilities.
- **Structured Growth & Support -** Outlines clear follow-up steps (coaching, check-ins) to address challenges before they grow.
- **Coming Soon -** Finalized rubric will be shared via email prior to the start of the school year!



8 PROFESSIONAL HABITS

1. Showing respect
2. Showing up on time & prepared
3. Communicating with teachers/supervisors
4. Reading & following instructions
5. Staying engaged/on task
6. Completing assignments on time
7. Actively participating in class/at work
8. Working productively with peers



Supervisor Overview

STUDENT PERFORMANCE IMPROVEMENT PLANS

1. **Identification:** Concern raised via timecards, site visits, or direct supervisor feedback.

2. **Consultation:** ICA team connects with you to understand the situation and draft a tailored plan.

3. **Supervisor Review:** You review and approve the draft plan to ensure alignment on workplace expectations.

4. **Student & Family Alignment:** CWS team meets with the student; parent/guardian sign-off required prior to the next workday.

5. **Ongoing Support:** Actionable steps, resources, and consistent follow-up to guide student success.

Supervisor Overview



Final FAQs

Meet Your CWS Operations Team



VINCE KENKEL

📈 Student Success & Accountability

🤝 Supervisor Support

🏫 Cross-Team Collaboration

📋 Program Operations



MARLENE GUTIERREZ

👨‍👩‍👧 Family Communication

🚌 Transportation Coordination

📅 Daily Program Support

💬 Student & Supervisor Assistance

Questions?


WOMEN'S BUILDING
San Francisco, CA
The Women's Building
A Safe, Welcoming Space Providing Resources and Support for Women, Immigrants, and LGBTQIA+ Individuals.
Get Involved Today →
THE WOMAN'S BUILDING STANDS FOR REPRODUCTIVE JUSTICE
AOC

Thank you!



Stay Connected

(415) 824-2052

partnerships@icacademy.org

@icacristoreyacademy

3625 24th Street, San Francisco, CA 94110