

Moshannon Valley School District Chapter 339 Guidance Plan



Board Approved September 21, 2015

Moshannon Valley School District Chapter 339 K-12 Guidance Plan Outline

School District Moshannon Valley Date 2015-2016

1. School Counselors and Assignments:

K-4: 352:1	Korinn Clarkson
5-6: 131:1	Korinn Clarkson
7-8: 141:1	Jayne Kitko
9-12: 281:1	Jayne Kitko

2. School-Counseling Department Mission Statement

The mission of the counselors of the Moshannon Valley School District is to provide high quality, comprehensive, developmental school counseling services to K-12 students, staff and parents. Our programs are designed in partnership with other educators, parents/guardians and the community to help students develop and enhance their academic, career, and personal/social strengths in order to become college and/or career ready and responsible, productive world citizens. We are advocates for all students and recognize the uniqueness and personal worth of each child.

3. Program Goals:

Program Goal #1: Parents of second grade students will increase participation in career day from 5 in November 2013 to 10 in March 2015.

Program Goal #2: Increase the percentage of fifth grade students that are able to relate a personal interest to a specific career from 15% in January to 75% in May.

Program Goal #3: Increase career awareness and preparation of 8th grade students by being able to identify the range of jobs in the community from 10% in January to 80% in May.

Program Goal #4: Increase the number of job shadows for each student during their 10th and 11th grade year from >1 in 2014-2015 to 3 in 2015-2016.

Program Goal #5: Increase the percentage of students that will identify a personal, academic, career/education goal and will create and implement an action plan in 11th and 12th grade from 20% in 2014-2015 to 100% in 2015-2016.

4. Stakeholder's Roles

Students: Students will participate in classroom lessons, group and individual counseling and career planning. They will communicate with counselors when they have a need. Students will have an invested interest in their academic success, and virtual learning will extend the learning capabilities of the school district.

- **Academic:** Grade 7-12 students choose their courses to relate to their future plans and academic success. Students in grades K-12 follow the requirements in each classroom/course in order to be successful.
- **Career:** Kindergarten and 1st grade students will learn about various local jobs. Second grade will participate in a career day. Grade 4 will participate in hobby day. Grades 5, 8, and 10 will complete an interest inventory. Grade 8 will participate in a Career Education semester class. Grade 10 will participate in a tour of the Clearfield County Career and Technology Center. Grade 11 will take the ASVAB. Grades 9 -12 will complete a graduation project based on career interests. Grades 11 and 12 will participate in the college fair.
- **Personal/Social:** Grades K – 12 students participate in a School Wide Positive Behavior system based on personal/social skills. Grades K – 12 participate in the Olweus Bullying Prevention Program.

Parents: Parents will help the program by collaborating with the counselors. Parents will contact the counselors when there is a need for services in school or in the community. They will have a vested interest in their child's academic success.

- **Academic:** Parents will participate in parent teacher conferences throughout the year and Kindergarten registration. Parents will notify counselor when there is an academic concern. Parents sign off on the student course selection sheet.
- **Career:** Parents will participate in career/hobby day. Elementary monthly newsletter. Parents discuss career options, financial aid and scholarships with the counselor. They participate in financial aid night. Parents will participate in 7th grade orientation.
- **Personal/Social:** Parents will notify counselor when there is a personal/social concern. Parents will notify the counselor about outside agency involvement.

Educators: Teachers will help deliver the program within their classrooms and the community. Principals and administrators support the teachers and the counselors, as well as the funding for the program, including virtual options to enrich student experiences.

- **Academic:** Educators will support the counseling program through academic instruction and meet with parents to discuss academic concerns.
- **Career:** Teachers chaperone students at the college fair sponsored by the Clearfield County Counselors Association. Administration supports the funding

of the transportation. The 8th grade teacher teaches a career education class and brings in several speakers to discuss careers. Teachers invite community members to present about their careers and hobbies.

- **Personal/Social:** Educators participate in the School Wide Positive Behavior Program and Olweus program.

Business/Community: Community members will participate in classroom presentations to promote career awareness. This will enable students to learn about a variety of career opportunities, as well as high priority occupations in our community.

- **Academic:** Provide support through donations for academic success.
- **Career:** Job shadowing, career day
- **Personal/Social:** Donate prizes for Drug and Alcohol Awareness Program and the School Wide Positive Behavior Program.

Post-Secondary: Post-secondary representatives present career planning choices. Several local post-secondary schools provide fieldtrip opportunities to learn about future careers.

- **Academic:** Classroom presentations about academic requirements for their programs.
- **Career:** Classroom presentations, college fair, college visits, CCCTC tour, representatives from post-secondary schools inform students about their programs.
- **Personal/Social:** Classroom lessons about employability skills sets.

5. Role of the School Counselor: The school counselor's role is to encourage personal responsibility in students as they work toward becoming productive, world citizens.

A. As a Leader:

- member of the SAP
- member of the Tier II School Wide Positive Behavior Program
- member of the Olweus Program
- member of the Strategic Planning Committee
- District and School Assessment Coordinators
- Member of the staff

B. As an Advocate:

- liaison for students with parents, teachers, and outside agencies

- promoter of equitable access to educational services to all students

C. As a Collaborator

- member of grade level, building and district-wide teams
- member of the scheduling team

D. As an Agent of Systemic Change

- member of professional school counseling organizations
- resource to provide input when called upon by administrators

6. Advisory Council:

The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The council is also a resource by reviewing data and providing feedback on the effectiveness of the school counseling program.

The group met in January 2015.

Proposed Advisory Council Committee

John W. Zesiger – administrator

Kris Albright – administrator

Sherri Campbell – administrator

Nancy Matchock – parent

Kerrie Webb – parent

Beth Sherkel – parent

Rob Reed – board member/parent

Laura Mihalko – educator/Parent

Kenise Buck – educator/parent

Valerie Dixon – Lock Haven University Clearfield (post-secondary)

Kristi Buell – educator

Robbie Ball - business

Jim Vogel – business/parent

Tom Sankey – representative

Jessica McKendrick – CCCTC

Brooke Mihalko – 2nd grade student

Landon Buck – 2nd grade student

Ethan Webb – 5th grade student

Noah Webb – 7th grade student

Jacob Matchock – 8th grade student

Karley Sherkel – 9th grade student
 Natalie Vogel – 10th grade student
 Elliot Reed – 11th grade student

7. Program Calendar:

Monthly Elementary Counseling Calendar

<u>July</u>	<u>January</u>
Academic: Scheduling Review PSSA data	Academic: Review grades and print report cards
Career:	Career: Interest Inventory – 3 rd and 5 th grades
Personal/Social:	Personal/Social: Classroom lesson – fairness Small group counseling Assist with Passages program
<u>August</u>	<u>February</u>
Academic: New student and Kindergarten orientation	Academic: Review mid-term grades for 3 rd marking period PSSA prep
Career: career exploration	Career: career exploration
Personal/Social: Promote school wide positive behavior program Promote Olweus Program Counselor introduction 7 th Grade orientation with parents, staff and students	Personal/Social: Classroom lesson – responsible Small group counseling
<u>September</u>	<u>March</u>
Academic: Open House Review mid-term grades for 2 nd marking period	Academic: Review grades and print report cards PSSA prep
Career: career exploration	Career: career exploration
Personal/Social:	Personal/Social:

School Wide Positive Behavior Program Kick off Breakfast with bus drivers – Olweus Small group counseling	Classroom lesson – citizenship Small group counseling
<u>October</u>	<u>April</u>
Academic: Parent/teacher conferences	Academic: PSSA Assessment Coordinator Kindergarten Registration
Career: career exploration	Career: career exploration
Personal/Social: Red Ribbon Week Classroom lesson – Respect/bullying Small group counseling	Personal/Social: Classroom lesson – honesty
<u>November</u>	<u>May</u>
Academic: Parent/teacher conferences	Academic: Review mid-term grades for 4 th marking period
Career: Career Day – 2 nd grade American Education Week Hobby Day – 4 th grade CCCTC tour – 5 th grade	Career: Clearfield Career and Technology Center Tour – 5 th grade
Personal/Social: Classroom lesson – courage Small group counseling	Personal/Social: Classroom lesson – academics even when school is out
<u>December</u>	<u>June</u>
Academic: Review mid-term grades for 2 nd marking period	Academic: Review grades and print report cards Scheduling
Career: career exploration	Career: career exploration
Personal/Social: Classroom lesson – caring Small group counseling	Personal/Social: Classroom lesson - safe summer activities

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Monthly Jr/Sr High School Counseling Calendar

<u>July</u>	<u>January</u>
<p>Academic: Review PSSA/Keystone data and scheduling changes for remediation.</p>	<p>Academic: Keystone District/School Coordinator Run Report Cards and Honor Roll Class Rank Set up Online Scheduling Review grades and send possible failure letters 10th grade presentation for graduation projects/interest surveys and job shadows in research classes.</p>
<p>Career:</p>	<p>Career: CCCTC 10th grade tour Set up 10th grade half day at CCCTC shops</p>
<p>Personal/Social:</p>	<p>Personal/Social:</p>
<u>August</u>	<u>February</u>
<p>Academic: Scheduling changes Adding grades from correspondence courses</p>	<p>Academic: Scheduling/course registration Run Progress Reports and review grades.</p>
<p>Career: SAT /ACT and College Application Advisement 11th and 12th career planning individually.</p>	<p>Career:</p>
<p>Personal/Social: New student check ins and tours of buildings 7th Grade orientation with parents, staff and students</p>	<p>Personal/Social:</p>
<u>September</u>	<u>March</u>
<p>Academic: Run Progress Reports and review grades</p>	<p>Academic: Prep for PSSA testing Scheduling/course registration</p>

Add transfer course grades for new students.	Run Report Cards and Honor Roll Review grades and send possible failure letters.
Career: SAT/ACT and College Application Advisement 11 th and 12 th grade classroom presentation on planning for your future overview 10 th grade presentation for PSAT 10 th grade presentation for graduation projects/interest survey and job shadows in research classes	Career: Scholarships Advertising
Personal/Social:	Personal/Social: Volleyball tournament prep
<u>October</u>	<u>April</u>
Academic: PSSA District/School Coordinator Prep for Keystone testing Run Report Cards and Honor Roll Parent Teacher Conferences	Academic: PSSA District/School Coordinator Prep for Keystone testing Scheduling/6th grade scheduling and introduction to Junior High.
Career: SAT/ACT and College Application Advisement College/Career Fair with Clearfield County Counselors Association PSAT testing Financial Aid Night with PHEAA ASVAB testing	Career: Scholarships Advertising
Personal/Social: Red Ribbon Week	Personal/Social: Volleyball tournament
<u>November</u>	<u>May</u>
Academic: Prep for Keystone Testing Parent Teacher Conferences	Academic: Keystone District/School Coordinator Run Progress Reports and review grades Scheduling
Career: ASVAB review	Career: Scholarship committees

Personal/Social:	Personal/Social:
<u>December</u>	<u>June</u>
Academic: Keystone District/School Coordinator Run Progress Reports and review grades.	Academic: Order PSAT Send failure letters home Run class Rank Report cards Run Transcripts Scheduling
Career: PSAT review	Career:
Personal/Social:	Personal/Social:

Ongoing Jr/Sr Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
7th and 8th grade team meetings	PA Secure ID
IEP/504 meetings	Master Schedule
Parent/ teacher /conferences	Federal reporting
Truancy referrals and meetings	Professional development
Crisis Response	
MAPS meetings	
Meet with at Risk Students individually	
Teacher Consult	
Career Counseling	
Letters of recommendation	
Coordinate Job Shadow	
District monthly counselor meeting	
Review new student records	
Sending transcripts	
Scheduling new students	
Graduation Requirement checklist review	
Adding Transfer courses	
Crisis counseling	
Home Visits	
Peer mediation	

Conflict resolution	

8. Program Delivery:

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM
Moshannon Valley Elementary School**

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students K-6.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic - Classroom guidance lessons on good listening skills, asking for help, learning styles, study habits and PSSA preparation. - New student and kindergarten orientation.	Academic - Parent/Teacher/ Student conferences. - Early intervention meetings	Academic - Student observations - one-on-one counseling for grades, study skills, organization - meeting with students who are failing - administer PSSA & make ups	Academic - Attend IEP and 504 meetings - participate in Child Study and grade level meetings - truancy elimination plan referrals and meetings - consultation with teachers - scheduling new students - parent meetings

			<ul style="list-style-type: none"> - faculty meetings - open house - coordinate PSSA testing process - administer PSSA and make ups - distribute parent copy of PSSA results - kindergarten registration - review student records - Kindergarten class lists
Career	Career	Career	Career
<ul style="list-style-type: none"> - Classroom guidance lessons on career awareness and exploration, and understanding the relationship between achievement and career success. 	<ul style="list-style-type: none"> - small group counseling regarding study skills, organization and responsibility 	<ul style="list-style-type: none"> - career awareness - introduce career portfolio 	
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<ul style="list-style-type: none"> - Classroom guidance lessons focusing on character education, such as: getting along with others, manners, bullying, being safe, responsible, and respectful. - Red Ribbon Week - monthly classroom guidance lessons with theme based on grade level 	<ul style="list-style-type: none"> - Individual counseling as needed - Small group counseling regarding personal/social issues 	<ul style="list-style-type: none"> - individual counseling for personal/social issues - crisis intervention with student - parent meetings with student 	<ul style="list-style-type: none"> - ME-SAP meetings - parent meetings - consultation with teachers - consultation with outside agencies - Truancy Elimination Plan meetings - develop behavior plans and charts - create and look up PA Secure ID

Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
35 – 45%	30 – 40%	5 – 10%	10 – 15%

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM**

Moshannon Valley Junior/Senior High School

<p align="center">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students 7-12.</p>	<p align="center">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs.</p>	<p align="center">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans.</p>	<p align="center">System Support</p> <p>Includes program, staff and school support activities and services.</p>
<p align="center">Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p align="center">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p align="center">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p align="center">Purpose</p> <p>Program delivery and support.</p>
<p align="center">Academic</p> <ul style="list-style-type: none"> - Large group study skills presentations grades 7th & 8th. - Scheduling presentations for students entering grades 7th – 12th - Graduation projects presentations for 11th & 12th grades 	<p align="center">Academic</p> <ul style="list-style-type: none"> - Facilitate meetings between teachers/parents and/or students - distribute summer school information 	<p align="center">Academic</p> <ul style="list-style-type: none"> - Senior projects - individual counseling for grades, study skills, organization - meet with students who received a D or F on report card - distribute summer school information 	<p align="center">Academic</p> <ul style="list-style-type: none"> - registration of new students - consultation with teachers - consultation with outside agencies - facilitate meetings between parents, teachers and/or students - attend MDT teams

<ul style="list-style-type: none"> - classroom presentations for 12th grade scholarships 		<ul style="list-style-type: none"> - individual student scheduling 	<ul style="list-style-type: none"> - prepare and send failure letters to parents - Attend IEP meetings - schedule changes - run progress reports - class rank/honor roll - master schedule - summer school credits - check credits - administer Keystone & PSSA and make ups - coordinate graduation program - print & run transcripts - failure letter to parents
<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Graduation Projects meetings with grade level - Large Group Career Presentations - CTC presentations to 10th graders - Financial Aid presentation to 11th & 12th grade - College Fair - 8th grade career exploration class - 10th grade presentation for graduation projects/interest survey and job shadows in research classes - financial literacy in 11th grade 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - college fair - PSAT - college representative meetings - technical/vocational representative meetings - military representatives meeting - financial aid night - discuss impact of grades and school performance on career choices 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Individual plan meetings - Attend IEP meetings with students at meeting - New Registrations - Career Plan Discuss career plans during individual scheduling - Parent Meetings with students 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> - Consultation with Post-Secondary Schools - Consultation with CCCTC - College/Technical School/Military Representative-Meetings - PSAT coordination - Military Lists - Financial Aid Night - Letters of Recommendation - Parent Meetings - Attend IEP meetings

- 8 th grade career plan			
Personal/Social - Drug & Alcohol volleyball tournament - Red Ribbon Week - 7 th grade orientation	Personal/Social - crisis intervention	Personal/Social - individual counseling for personal/social	Personal/Social - Consultation with teachers - Consultation with outside agencies - Parent meetings - SAP meetings
Percentage of Time 15 – 25%	Percentage of Time 25 – 35%	Percentage of Time 25 – 35%	Percentage of Time 15 – 20%

9. Curriculum Action Plan: Attach the document for all activities/interventions delivered in all three domains using black font for current and red font for proposed,
(as required by Chapter 339).

Elementary School Counseling Curriculum Action Plan

Action/Step	Delivery Method	Contact person	Grade Level	Timeline	ASCA Domain and/or CEW Domain

Familiarize students with the role of the school counselor	Classroom lessons Small groups Newsletter Bulletin boards	School Counselor	K-6	Fall Ongoing	A:A2.2 - A:A2.12
Classroom guidance unit on communication skills to know when & how to ask for help	Classroom lessons	School Counselor	K-3	Ongoing	PS:A1.1 - PS:A1.12
Classroom guidance unit on accepting, respecting and appreciating individual differences	Classroom lessons	School Counselor	K-3	Ongoing	PS:A1.1 - PS:A1.12
Classroom guidance unit on identifying & expressing feelings	Classroom lessons	School Counselor	K-3	Ongoing	PS:A1.1 - PS:A1.12
Classroom guidance unit on learning how to make & keep friends	Classroom lessons	School Counselor	K-6	Ongoing	PS:A1.1- PS:A1.12 PS:A2.1- PS:A2-8
Classroom guidance unit on understanding the relationship between achievement & career success	Classroom lessons	School Counselor	4-6	Ongoing	13.1.8A 13.1.8B 13.1.8C 13.1.8D 13.2.8B A:A1.1 - A:A1.5 A:B2.1 - A:B2.7 PS:B2.1 - PS:B2.7
Classroom guidance unit on working independently as	Classroom lessons	School Counselor	K-6	Ongoing	13.1.8A 13.1.8B 13.1.8C 13.1.8D 13.2.8B

well as cooperatively					PS:A1.1 - PS:A1.12 PS:B1.1- PS:B1.12
Career Exploration	Classroom lessons	School Counselor	K-6	Ongoing	13.1.8A 13.1.8B 13.1.8C 13.1.8D 13.1.11A 13.1.11B 13.1.11H 13.2.8B
Students will investigate and explore academic programs at the CCCTC	Tour of the CCCTC	School Counselor, teachers, CCCTC staff	5	Fall semester	13.1.11.F 13.1.11.G 13.1.11.H C:A1.8 C:B1.1 C:B1.3 C:B2.1-2 C:B2.4-5 C:C1.1

Middle and High School Counseling Curriculum Action Plan

Action/Step	Delivery Method	Contact person	Grade Level	Timeline	ASCA Domain and/or CEW Domain
Student will investigate the world of work	Career Education Class	Career Education Teacher	8	During Fall or Spring semester	13.1.8.A 13.1.8.B 13.1.8.C 13.1.8.D 13.2.8.B 13.2.8.E C:A1.1-3 C:A1.6-9 C:A2.2 C:A2.5 C: A2.8-9 C:B1.1-8 C:C1.1-5
Student will complete interest inventory (career cluster)	Career Education Class	Career Education Teacher	8	During Fall or Spring semester	13.1.8.A 13.1.8.B 13.1.8.C 13.1.8.D 13.1.8.F

					13.2.8.B 13.2.8.E C:B1.1-8 C:C1.1-5
Student will investigate postsecondary options	Career Education Class	Career Education Teacher	8	During Fall or Spring semester	13.1.8.D C:B1.1-8 C:C1.1-5
Student will complete course selection for 9th grade	Classroom Presentation	School Counselor	8	Annually during spring semester	13.1.8.H A:C1.1-6 C:A1.6
Student will complete course selection for grades 7 & 8	Classroom Presentation	School Counselor	6-7	Annually during spring semester	A:B2.6-7 A:C1.1-6
Students will learn about the harmful effects of drug & alcohol use	Red Ribbon Week and Health Class	School Counselor, teachers	7-8	7 th grade Health Course	PS:C1.8
Student will develop an Individual Goal Plan	10 th Grade US History Class	School Counselor, teacher	10	Fall semester	13.1.11.G 13.1.11.H C.B1.3 C:B2.1-2 C:B2.5 C:C1.3
Students will explore options to available career and technical education program	Career and Technical Education program presentation and recruitment	CCCTC representatives and school counselor	10	Spring semester	13.1.11.B 13.1.11.F C:A1.8 C:B1.1 C:B2.4 C:C1.3
Student will complete interest inventory (career cluster)	Research Class	School Counselor, teacher	10	Spring and Fall Semester	13.1.11.A 13.1.11.B C.B1.2 C.C1.3 C.C2.1
Student will investigate post-secondary options	Group and individual meetings	School Counselor	9-12	Throughout school year	13.1.11.H C:A1.8 C:A1.9 C:B2.2 C.C1.1

Student will investigate and know appropriate options suitable to individual future plans with course selection-including information regarding CCCTC program	Group and individual meetings	School Counselor	9-12	Throughout school year	13.1.11.F 13.1.11.G 13.1.11.H C:A1.7-8 C:B1.1 C:B1.3 C:B2.1-2 C:B2.4-5 C:C1.1
Student will complete course selection for grades 9-12	Classroom presentations	School Counselor, teacher	9-12	Annually during spring semester	13.1.11.F 13.1.11.H C:B2.4 C:B2.5 C:C1.1
Students will explore various careers	Job Shadow Graduation Project	Local Businesses and community members	9-12	Annually during spring semester	13.1.11.D C:A1.1 C:A1.2

10. Organizing Career /Postsecondary Resources:

Organizing Career Resources

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	Clearfield County Career and Technology Center Lock Haven University – Clearfield Penn State – DuBois DuBois Business College St. Francis University Mount Aloysius South Hills Tyrone Hospital Dr. Harkins Dentistry
Umbrella Organizations	Clearfield Chamber of Commerce Clearfield United Way

Community/State Agencies	Children and Youth Services Big Brothers/Big Sisters of Clearfield OVR Americorps Careerlink PHEAA State Police Houtzdale Fire Department
Networking Opportunities	
Individual Contacts	Shop and Save Woodward Pharmacy Dollar General Family Dollar First Commonwealth Bank County National Bank M&T Bank Joey's Restaurant Jimmy's Corner Lia's Restaurant Country Café
Community/Business Meetings	Chamber of Commerce
Community Events	Take Your Child to Work Day
Online/ Onland	
Internet Based Links	PA Workforce Development (PA CareerLink): www.cwds.pa.gov O-Net: www.onetcenter.org www.pacareerstandards.com www.pacareerzone.org
Media/Advertising	District Website District all call Philipsburg Journal The Progress WTAJ TV-10
Publications/Documents	Moshannon Valley School District Newsletter : Knightline

11. Individualized Academic/Career Plan:

The career plan will be presented during the 8th grade career education class. It will be revisited in 9th grade during health class, 10th grade during graduation project research class, 11th grade during family life skills class and individually with school counselor and 12th grade students will have individual meetings with the school counselor. (See attachment).

12. Career and Technical Center Strategy:

CCCTC recruitment in 10th grade

- Classroom presentation to all 10th graders
- 10th grade tour to CCCTC
- Advertise on website
- Advertise to parents/staff
- 8th grade introduction to CCCTC
- H.S. Staff tour CCCTC to familiarize with programs offered

13. Job Descriptions:

Provide high quality, comprehensive, developmental school counseling services to K-12 students, staff and parents, focusing on academic success, personal and social development and career and college guidance. These services are provided through the four program components of guidance curriculum, individual planning, responsive services and support services. Delivery of these services may be provided through individual, group and classroom activities.

Qualifications: Pennsylvania Certification to teach grade levels Kindergarten through Sixth Grade. Must be computer literate. Must possess the ability to work collaboratively with others, including extensive experience in collaborating with students, parents, professional staff, and community. Work is an internal classroom environment with some levels of noise. Position requires sitting, standing, walking and moving about the school buildings as well as use of hands and fingers to pick, pinch, seize, hold and grasp, and to feel. Must be able to hear (40 decibel loss maximum), verbally communicate, and see with acuity of twenty (20) inches or less and far acuity of twenty (20) feet or more with depth perception, accommodation, and field of vision. Performs a variety of duties; able to make judgments and work under varying levels of stress. Subject to inside environmental conditions.

PRIMARY DUTIES AND RESPONSIBILITIES OF JR/SR HIGH SCHOOL COUNSELOR:

1. School Counselor aids students in course and subject selection.
2. School Counselor generates and finalizes the master schedule.
3. School Counselor assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students to evaluate career interest and choices.
4. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
5. Works to discover and develop special abilities of students.
6. School Counselor is a member of Student Assistance Program.
7. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment, school related activities problems and remains readily available to the student.
8. School Counselor works to prevent students from dropping out of school.
9. School Counselor plans guidance field trips to schools, colleges, and industry for interested students.
10. Maintains student records and protects their confidentiality.
11. School Counselor supervises the preparation and processing of college scholarship and employment applications.
12. School Counselor will make recommendations to colleges for admissions and scholarships.
13. School Counselor provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
14. Confers with parents whenever necessary.
15. Assists in the orientation of new faculty members and provides in-service training in guidance for teachers.
16. Works with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
17. Advises administrators and faculty on the matters of student abilities and needs.
18. Takes an active role in interpreting the school's objectives in the area of guidance to students, parents, and the community at large.
19. School Counselor arranges for tutors, summer school work, homebound, and peer tutoring.
20. Coordinates all group testing.
21. Collaborates with community agencies providing assistance to students and families.
22. Attends court hearing as related to students.

23. Participates in countywide counselor association.
24. Visits classes to provide first-hand information to students regarding activities within the school.
25. Works closely with supervisor of special education and special education teachers providing appropriate instruction for students. Attends IEP meetings as required.
26. Mediates conflict resolution among students.
27. Conducts individual/group counseling to develop social and interpersonal skills.
28. Provides early intervention counseling to students who are identified “at risk”.
29. Member of Crisis Intervention Team.
30. Administers make up testing of the PSSA and Keystone.
31. Organizes/coordinates the collection, packaging, and submission of PSSA, Keystone, PSAT and ASVAB materials.
32. Generates the testing schedule for Keystone and PSSA.
33. Performs other related duties as assigned by the Principal or Superintendent.

PRIMARY DUTIES AND RESPONSIBILITIES OF ELEMENTARY SCHOOL COUNSELOR:

1. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students to evaluate career interests.
2. Works to discover and develop special abilities of students.
3. Registers students new to the school and orients them to school procedures and the school’s varied opportunities for learning.
4. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment, school related activities problems and remains readily available to the student.
5. Maintains student records and protects their confidentiality.
6. Confers with parents whenever necessary.
7. Assists in the orientation of new faculty members and provides in-service training in guidance for teachers.
8. Works with parents, students, teachers, and other staff members to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
9. Advises administrators and faculty on the matters of student abilities and needs.
10. Takes an active role in interpreting the school’s objectives in the area of guidance to students, parents, and the community at large.
11. Arranges for homebound and peer tutoring.
12. Coordinates all group testing.

13. Collaborates with community agencies providing assistance to students and families.
14. Attends court hearing as related to students.
15. Visits classes to provide first-hand information to students regarding activities within the school.
16. Maintains statistical information regarding students, test scores, etc.
17. Works closely with supervisor of special education and special education teachers providing appropriate instruction for students. Attends IEP meetings as required.
18. Mediates conflict resolution among students.
19. Conducts individual/group counseling to develop social and interpersonal skills.
20. Provides early intervention counseling to students who are identified “at risk”.
21. Elementary School Counselor conducts classroom lessons relating to personal goals, peer relationships, and academic development.
22. Member of Crisis Intervention Team.
23. Elementary Guidance Counselor assists in the in-service preparation of staff and students, prior to the administration of the PSSA.
24. Elementary Guidance Counselor administers make up testing of the PSSA.
25. Elementary Guidance Counselor organizes the collection, packaging, and submission of PSSA materials.
26. Performs other related duties as assigned by the Principal or Superintendent.