

School District: Freeport Area School District

Date: June 13, 2017

1. School Counselors and Assignments:

K-5: Liz Vaughn, Buffalo Elementary, 531: 1

K-5: Emily Hough, South Buffalo Elementary, 278: 1

6-8: Alison Dorogi, Freeport Area Middle School, 460: 1

9-12: Nina Fulton and Doug Stanko, Freeport Area HS, 596: 2

K-12: Emily Hough, Freeport Area School District, College and Career Readiness

2. Mission Statement

The mission of Freeport School District counseling program is to provide a comprehensive counseling program addressing the educational, occupational and character development of all students. This program, which includes instruction, prevention, intervention and consultation services, will help prepare our students to make sound decisions. It will provide information necessary for student growth and achievement with the three domains: *academic, personal/social, and career*. School counselors are professional school advocates who provide support to maximize student potential, academic achievement, and provide direct service to every student. In partnership with students, families, educators, post-secondary institutions, and the community, school counselors facilitate the support system to ensure all students in Freeport Area School District have access to and are offered the knowledge and skills necessary to contribute at their highest level as productive members of society.

3. Program Goals

Elementary Level Goals

SMART Goals	Career Awareness
<p>Specific Issue What is the specific issued based on our school’s data?</p>	<p>Elementary students have a limited awareness of post-secondary educational and career opportunities. Early awareness and exposure to a wide range of post-secondary educational and career options can lead students to set high academic goals that connect to their career goals.</p>
<p>Measurable How will we measure the effectiveness of our interventions?</p>	<p>The effectiveness of the intervention will be measured by the student’s ability to identify three personal career interests.</p>
<p>Attainable What outcome would stretch us but is still attainable?</p>	<p>75% of 5th grade students will demonstrate an increased awareness of educational and career opportunities after a series of career awareness lessons by being able to identify three personal career interests.</p>
<p>Results-Oriented Is the goal reported in results-oriented data (process, perception and outcome)? Process-Interventions used, # of students involved, # of staff involved in programs. Perception-Beliefs, attitudes, knowledge (survey) Outcome-What changed.</p>	<p>Process-All fifth grade students will participate in career awareness lessons. Perception-Pre/post test surveying knowledge, beliefs, and attitudes about post-secondary education and careers. Outcome-Based on the survey data, 75% of the fifth grade students who participate in career awareness lessons will be able to identify three personal career interests.</p>
<p>Time Bound When will our goal be accomplished?</p>	<p>The goal will be accomplished by the end of the fifth grade career awareness unit.</p>

School: Buffalo/South Buffalo Elementary
School Counselor (s): Liz Vaughn/Sara Lang

Year: 2017-2018

Summary: During the 2017-2018 school year, 75% of 5th grade students will demonstrate an increased awareness of educational and career opportunities after a series of career awareness lessons by being able to identify three personal career interests.

Middle School Level Goals

SMART Goals	Engagement
<p>Specific Issue What is the specific issued based on our school’s data?</p>	Based on our counseling needs assessment, there are students unmotivated, disengaged in learning, and who do not feel they have a purpose in life nor an inclination to find one.
<p>Measurable How will we measure the effectiveness of our interventions?</p>	Students will increase their self-awareness and positively identify, and discover their career interests, in order that they begin focusing on career goals and finding a purpose in their life.
<p>Attainable What outcome would stretch us but is still attainable?</p>	Students will be able to identify the group into which they fall, and will be able to identity and define personal and career interest called “spark”.
<p>Results-Oriented Is the goal reported in results-oriented data (process, perception and outcome)? Process-Interventions used, # of students involved, # of staff involved in programs. Perception-Beliefs, attitudes, knowledge (survey) Outcome-What changed.</p>	<p>Process-Teach career-oriented lessons. Perception-Needs assessment in classroom lessons to identify under which group the student fall. A post assessment – to collect data on changes. Outcome-Compare what, if any, movement that took place by reviewing and analyzing the needs assessment to determine success of the lessons.</p>
<p>Time Bound When will our goal be accomplished?</p>	Start date – November 2016 End date – June 2018 Students will be able to identify the group into which they fall, and will be able to identify and define personal career interest called “spark”.

School: Freeport Middle School
School Counselor (s): Alison Dorogi

Year: 2017-2018

Summary: Students will be able to identify and define personal and career interests through career-oriented guidance lsession.

Middle School Level Goals

SMART Goals	Career Awareness
<p>Specific Issue What is the specific issued based on our school’s data?</p>	Based on our counseling needs assessment, there are students who lack career goals and career awareness.
<p>Measurable How will we measure the effectiveness of our interventions?</p>	The students will complete tasks in Career Cruising, which assists students in identifying their strengths and aligning their interests to long-term college and career goals. The measurable outcome is: 95% of the 8th grade student population will create a career portfolio, on which they will continue to refine as they matriculate through the eighth grade and into high school. Based on this information, we will continue to

	develop our School Counseling curriculum for future years.
Attainable What outcome would stretch us but is still attainable?	Start date – November 2016 End date – June 2017 Students will be able to identify their strengths and career interests and career goals.
Results-Oriented Is the goal reported in results-oriented data (process, perception and outcome)? Process -Interventions used, # of students involved, # of staff involved in programs. Perception -Beliefs, attitudes, knowledge (survey) Outcome -What changed.	Process -Career Cruising program Perception -Review of Career Portfolio Outcome -Generate report to monitor the student participation in completing career portfolios
Time Bound When will our goal be accomplished?	Start date – November 2016 End date – June 2018

School: Freeport Middle School
School Counselor (s): Alison Dorogi

Year: 2017-2018

Summary: By the end of the 2016-2017 school year, students will complete the career portfolio (95% of 8th grade).

High School Level Goals

SMART Goals	Career Cruising Orientation
Specific Issue What is the specific issued based on our school's data?	All students must develop a transition portfolio. Ninth graders will be familiar with Career Cruising and would have started a Career portfolio.
Measurable How will we measure the effectiveness of our interventions?	During the 2017-2018 school year, all ninth grade students will have the opportunity to participate in Career cruising orientation lessons. We will measure the effectiveness of this program by comparing the pre-post career and post-secondary attitudes survey.
Attainable What outcome would stretch us but is still attainable?	During the 2017-2018 school year, our goal is to have 95% of our ninth grade students be orientated to Career Cruising.
Results-Oriented	Process -All ninth grade students will have the opportunity to participate in Career Cruising lessons.

<p>Is the goal reported in results-oriented data (process, perception and outcome)?</p> <p>Process-Interventions used, # of students involved, # of staff involved in programs.</p> <p>Perception-Beliefs, attitudes, knowledge (survey)</p> <p>Outcome-What changed.</p>	<p>Perception-All 9th grade students will take a pre-post survey that measures their beliefs and attitudes toward career and post-secondary planning.</p> <p>Outcome-2016-2018 will complete 100% in Career Cruising.</p>
<p>Time Bound When will our goal be accomplished?</p>	<p>Start date – November 2016 End date – June 2018</p>

School: Freeport Senior High
School Counselor (s): Doug Stanko/Nina
Fulton

Year: 2017-2018

Summary: During the 2017-2018 school year, our goal is to have 100% of our ninth grade students be oriented to Career Cruising by completing the Matchmaker Interest Inventory and exploring their career matches.

High School Level Goals

SMART Goals	Student Shadows
<p>Specific Issue What is the specific issued based on our school’s data?</p>	<p>Shadow experiences are an excellent tool to assist students in learning about potential careers and making post-secondary decisions.</p>
<p>Measurable How will we measure the effectiveness of our interventions?</p>	<p>During the 2017-2018 school year, 50 % of 11th and 12 grade students will participate in job shadowing</p>
<p>Attainable What outcome would stretch us but is still attainable?</p>	<p>During the 2017-2018 school year, 50% of the senior class will participate in a shadow experience.</p>
<p>Results-Oriented Is the goal reported in results-oriented data (process, perception and outcome)?</p> <p>Process-Interventions used, # of students involved, # of staff involved in programs.</p>	<p>Process- All seniors will be given the opportunity to participate in a shadow experience</p> <p>Perception- Informational sessions will be held for all seniors to gain knowledge and information regarding shadowing opportunities</p> <p>Outcome- At least 50% of the senior class will participate in a shadow experience</p>

Perception -Beliefs, attitudes, knowledge (survey) Outcome -What changed.	
Time Bound When will our goal be accomplished?	Start date – November 2016 End date – June 2018

School: Freeport Senior High
School Counselor (s): Nina
Fulton/Doug Stanko

Year: 2017-2018

Summary: During the 2017-2018 school year, 50% of the senior class will participate in a shadow experience.

4. Stakeholders:

Students

Freeport Area School District students will gain the knowledge necessary to understand the importance of planning for their futures. They will realize the relationship between the choices they make in school and how those decisions affect their post-secondary and career options. By exploring and developing a career identity from kindergarten through the twelfth grade they will become more observant and aware of the opportunities within the community in which they live.

They will gain and understanding as to how the world of work affects their daily lives, and how they can become a part of that as they gain a strong educational foundation for a successful future.

Students within this model will be able to provide feedback to counselors regarding program effectiveness. Their input will assist counselors in the design and implementation of programs that are efficient, effective, and utilize methods that are best suited in reaching their peer group.

Parents

Parents will benefit from a comprehensive career program by understanding how they can best help their student experience a successful educational experience. Parents will begin to understand the importance of future planning and will explore with their students and ask key questions to spark and interest in their student.

The K-12 comprehensive program will benefit from parent involvement because they have the greatest impact on their child's attitudes and behaviors. When parents become partners in career development and are given the tools to help their children explore and plan their career future, the impact will be greatly increased when combined with the efforts of the school district.

Post-Secondary

The higher education community will benefit from a K-12 program because they will be receiving students who have participated in a comprehensive developmental career program. As a result, the students who will be attending their two-year college, four-year college, technical school, community college, apprentice program and the military will be more focused. These students will be less likely to change their majors, transfer to various colleges or to discontinue their education because they will make better decisions about their post-secondary plans.

The K-12 counseling program will benefit from building partnerships with post-secondary institutions. These partnerships will assist in developing college level courses instructed at Freeport Area High School that will continually increase the academic rigor and the preparation of our students. College representatives will also help expand our students' knowledge base of post-secondary options through participation in high school visits, classroom presentations, college fair attendance and mentoring programs.

Educators

By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base in order to help prepare students for future career trends. Educators will continue as professionals within their field and leaders to the students they serve, but will also have the opportunity to learn about other options that can assist students in becoming significant contributors to our society.

Educators will contribute to the program by connecting their curriculum to various aspects of career exploration and acquisition, which can enhance their programs by making them meaningful and linked to a tangible future for their students. Educators will be in the position to facilitate personal and educational growth in unique and significant ways for all students.

Business/Community

A robust community is typically surrounded by a strong educational system. Businesses have a keen desire to see that schools are producing students who are ready to meet the demands of an evolving work environment. In order to ensure that students graduate with the knowledge that is needed to enter the world of work, the community often reaches into schools to share experiences and options. A comprehensive K-12 career program will allow for the success of the community's businesses to open their doors to students, creating a healthy relationship between the two.

The business community will significantly contribute to the K-12 program by providing real world experiences for the students of the Freeport Area School District. Through participation in career fairs, job shadow experiences, providing internship opportunities, and participating in mock interviews the business community will be providing essential tools students need in order to assist them in targeting and fine-tuning their interests, applying their post-secondary planning skill sets, exploring their career options, and practicing their on-the-job training.

5 Role of the School Counselor:

Advocate

The Freeport Area School District's counselors promote student achievement by advocating for students' academic, career, and personal/social developmental needs. The FASD counselors, as advocates can impact attitudes, policies, and practices to reduce or eliminate barriers so that students can be successful in meeting their career, personal/social and academic needs.

The FASD counselors demonstrate advocacy by:

- identifying and addressing behavioral, emotional, social/interpersonal, and developmental concerns by meeting with students individually or in small groups.
- promoting and implementing a proactive approach that strives to meet the needs of individual students.

- assessing the need for internal and external mental health referrals for students when appropriate.
- identifying community resources and building partnerships to enhance student achievement.

Leader

The Freeport Area School District counselors serve as leaders by effectively managing and implementing a comprehensive developmental school counseling program. The FASD counselors work with students and their families, administrators, community groups, and post-secondary institutions and are called to be leaders in various ways.

The FASD counselors demonstrate leadership by:

- Serving as board members on the
 - Armstrong/Indiana Drug and Alcohol Commission
 - Student Assistance Program (FACT)
 - Safe Schools Committee
 - WhyTry Truancy Prevention Program
 - Olweus Bullying Prevention Program
 - Butler County Counselor Association
 - Career Pathways Armstrong County
 - Alle-Kiski Chamber of Commerce
 - Westminster College Counselor Advisory Group
- following ASCA ethical standards for school counselors to demonstrate high standards of integrity, leadership and professionalism.
- designing, implementing and analyzing a comprehensive K-12 school counseling program.
- evaluating program effectiveness and considering implications and modifications to existing program.
- providing instruction to students through individual meetings, small group counseling and classroom lessons to ensure development of competencies needed for successful student achievement.

Collaborator

The FASD counselors work with stakeholders in order to develop and enhance their comprehensive school counseling program. Through collaboration school counselors can access additional resources and can build relationships and a sense of community.

The FASD counselors demonstrate collaboration by:

- collaborating with parents, teachers, administrators, and community agencies to identify and address students' needs.
- working with students to evaluate the K-12 comprehensive program.

Systemic Change Agent

The Freeport Area School District's counselors are expected to serve the needs of every student and are uniquely positioned to identify systemic barriers to student achievement. School counselors have access to school wide achievement, attendance, and behavioral data that supports the school counseling program but also underscores the need to identify and remove barriers that prevent all students from achieving college and career readiness.

The FASD counselors demonstrate systematic change by:

- designing comprehensive programs that seek to equitably deliver the program components to all students.
- identifying systematic barriers, through data analysis, to student success and attempting to remove those obstacles.

6. Advisory Council-

Advisory Committee

The purpose of the committee will be established, standards will be explained and the goals of the year will be stated. The committee will be asked for their input into skills needed in the work force and how they feel business and community could partner with the district. The meeting is scheduled for March, 2017.

Counselors

- Nina Fulton- High School Counselor
- Doug Stanko- High School Counselor
- Alison Dorogi- Middle School Counselor
- Liz Vaughn- Elementary School Counselor
- Sara Lang- Elementary/ Career College Counselor

Administration

- Ian Magness- Superintendent
- Rick Burns- Special Services Coordinator
- Mike Klecker- High School Principal
- Jeffery Lesko- South Buffalo Elementary Principal

Teachers

- Ashley Catanese- Learning Support Teacher, South Buffalo
- Tim Walters- Learning Support/ Math, Middle School
- John Beneigh- 10th Grade Social Studies, Freeport Area High School

Board Member

- Melanie Bollinger- Freeport Area School District Board Member

Parents

- Penny Ward- High School Student
- Allison Swoager- Middle and Elem. Student

Business/Community

- Scott Covert- Penn United
- John Lewis- Armstrong County Memorial Hospital
- Linda Wood- Oberg

Post-Secondary

- BC3
- IUP Northpoint
- WCCC
- Penn State New Kensington

7. Program Calendar:

Monthly Counseling Calendar

Elementary

<u>July</u>	<u>January</u>
Academic:	Academic: Schedule and attend IEP Meetings Schedule/attend/write 504 Service Agreements Schedule Early Intervention Transition Meeting FACT Meetings Goal of the Week
Career:	Career: Goal of the week Activity #4- CC Spark (K-2) Activity #4- Career Cruising (3-5)
Personal/Social:	Personal/Social: New students groups Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Olweus Core Team Meeting Classroom Presentations Teacher Consultation Goal of the Week Implement/manage Buzzworthy Behavior

<u>August</u>	<u>February</u>
<p>Academic: Share 504 Service Agreements with staff Kindergarten through 5th grade orientation Transition and planning meetings for students with support needs Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements</p>	<p>Academic: Schedule and attend IEP Meetings Schedule/attend/write 504 Service Agreements Attend Early Intervention Transition Meeting Celebrate National School Counseling Week FACT Meetings Goal of the Week</p>
<p>Career:</p>	<p>Career: Goal of the week Activity #5 (k-5) Celebrate National School Counseling Week Goal of the Week</p>
<p>Personal/Social: Prepare/distribute new student welcome letters Parent Communication Olweus Core Team Planning Crisis Counseling Implement/manage Buzzworthy Behavior</p>	<p>Personal/Social: Celebrate National School Counseling Week Lunch Bunch Groups ROX Individual Counseling Classroom Presentations Crisis Counseling Parent Communication Olweus Core Team Meeting Teacher Consultation Goal of the Week Implement/manage Buzzworthy Behavior</p>
<u>September</u>	<u>March</u>
<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements Parent Communication Goal of the week Introduction Listening/ Communication Lesson (1-5)</p>	<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements Parent/Teacher Conferences PSSA's Transition Planning for 5th to 6th Grade FACT Meetings Goal of the Week</p>
<p>Career: Goal of the Week</p>	<p>Career: Goal of the Week</p>

<p>Activity #1- CC Spark (K-2) Activity #1 Career Cruising (3-5)</p>	<p>Activity #6- CC Spark (K-2) Activity #6- Career Cruising (3-5)</p>
<p>Personal/Social: Plan for Olweus Bullying Prevention Kick-Off Event Lunch Bunch Groups ROX Individual Counseling Parent Communication Crisis Counseling Olweus Core Team Meeting Classroom Presentations Teacher Consultation Goal of the Week Implement/manage Buzzworthy Behavior Introduction Listening/ Communication Lesson (1-5)</p>	<p>Personal/Social: Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Classroom presentations FACT Meetings Teacher Consultation Olweus Core Team Meeting Goal of the Week Implement/manage Buzzworthy Behavior</p>
<p><u>October</u></p>	<p><u>April</u></p>
<p>Academic: Meet with 5th grade students with failing grades Schedule and attend IEP Meetings Schedule/attend/write 504 Service Agreements Recruit 5th grade peer tutors FACT Meetings Goal of the Week</p>	<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements PSSA's FACT Meetings 5th Grade Course Planning Meeting Goal of the Week</p>
<p>Career: Goal of the Week Activity #2- CC Spark (K-2) Activity #2- Career Cruising (3-5)</p>	<p>Career: Goal of the week Activity #7- CC Spark (K-2) Activity #7- Career Cruising (3-5)</p>
<p>Personal/Social: Olweus Bullying Prevention Kick-off Event Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Olweus Core Team Meeting Classroom Presentations Teacher Consultation</p>	<p>Personal/Social: Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Classroom Presentations Olweus Core Team Meeting Goal of the Week Implement/manage Buzzworthy Behavior</p>

<p>Goal of the Week Implement/manage Buzzworthy Behavior Lesson; Self Awareness/ Identifying Feelings (K-5)</p>	
<u>November</u>	<u>May</u>
<p>Academic: Parent/Teacher Conferences Schedule and attend IEP Meetings Schedule/attend/write 504 Service Agreements FACT Meetings Goal of the Week</p>	<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements PSSA make-ups 5th Grade Move-up Day FACT Meetings Input SAP/FACT data on Safe Schools website Goal of the Week</p>
<p>Career: Goal of the Week Activity #3-CC Spark (K-2) Activity #3-Career Cruising (3-5)</p>	<p>Career: Goal of the Week Activity #8- CC Spark (K-2) Activity #8- Career Cruising (3-5)</p>
<p>Personal/Social: Lunch Bunch Groups Individual Counseling Crisis Counseling Parent Communication Olweus Core Team Meeting Classroom Presentations Teacher Consultation Goal of the Week Implement/manage Buzzworthy Behavior</p>	<p>Personal/Social: Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Classroom Presentations Goal of the week Manage Buzzworthy Behavior</p>
<u>December</u>	<u>June</u>
<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements FACT Meetings Goal of the Week</p>	<p>Academic: Schedule and attend IEP meetings Schedule/attend/write 504 Service Agreements Awards Assemblies Kindergarten Transition Meetings Planning for upcoming school year Goal of the Week</p>
<p>Career:</p>	<p>Career:</p>

Make up Career	Goal of the Week
Personal/Social: Lunch Bunch Groups ROX Individual Counseling Crisis Counseling Parent Communication Olweus Core Team Meeting Classroom Presentations Goal of the Week Manage Buzzworthy Behavior	Personal/Social: Lunch Bunch Groups ROX Parent Communication Individual Counseling Goal of the Week Implement/manage Buzzworthy Behavior Prepare Project Wisdom Components for upcoming school year Coordinate Buzz Worthy Behavior Program for upcoming school year

Ongoing Monthly Counseling Activities

Counselor Related	Non Counselor Related
Goal of the Week daily messages	Scheduling
Buzz Worthy Behavior bees/letters	
Individual Counseling ROX Girls Group	
Scheduling and attending meetings with parents	
Olweus Bullying Prevention Coordinating Committee Meetings	
Attendance at Butler County Counselor Association Meetings	
Attend Olweus training and consultation events	
Attend ARIN Procedural Safeguards Meeting	
504 Distribution	

Monthly Counseling Calendar

Middle School

<u>July</u>	<u>January</u>
Academic:	Academic: Determine students who are in danger of failing and inform families through letter Complete scheduling changes/adjustments for 2 nd semester
Career:	Career: 8 th grade students complete Career Cruising Classroom Activity #14 (Learning Styles)

	Complete Classroom Activity #14 (Learning Styles) with all 6 th grade students
Personal/Social:	Personal/Social:
<u>August</u>	<u>February</u>
Academic: Register new students Schedule new students Student orientation Interpret PSSA scores and place students accordingly IEP Meetings	Academic: Schedule High School Orientation assembly for all 8 th grade students Send invitations to 8 th grade parents for the orientation assembly Conduct individual scheduling meetings with all 8 th grade students Compile and distribute PSSA teacher Information Packets and Test Administration Manuals Collect and return all answer booklets, test booklets, and statistic forms to DRC
Career: Review career cruising portfolios from incoming 5 th grade students	Career: Schedule High School Orientation assembly for all 8 th grade students Send invitations to 8 th grade parents for the orientation assembly Conduct individual scheduling meetings with all 8 th grade students Complete Classroom Activity #11 (Using My Skills) with all 8 th grade students Complete My Plan Activity #8 (Activities and Experiences) with all 6 th grade students
Personal/Social: Schedule new students Student orientation SAP services	Personal/Social: Schedule High School Orientation assembly for all 8 th grade students Send invitations to 8 th grade parents for the orientation assembly Conduct individual scheduling meetings with all 8 th grade students
<u>September</u>	<u>March</u>
Academic: Enroll new students Scheduling changes and adjustments Open House	Academic: Conduct individual scheduling meetings with all 7 th grade students Distribute 7 th grade scheduling information to 6 th grade students with Mr. Dell Compile and distribute PSSA Teacher information Packets and Test Administration Manuals
Career: Group interviews with each 7 th grade student Provide career resources to families Career exploration/planning needs with identified staff	Career: Complete Classroom Activity #12 (College Research Exercise) Complete "The Real Game" through Career Cruising with all 7 th grade students (Sessions 1-3)
Personal/Social: Scheduling changes and adjustments Group interviews with each 7 th grade student Open House	Personal/Social: Conduct individual scheduling meetings with all 7 th grade students Distribute 7 th grade scheduling information to 6 th grade students with Mr. Dell
<u>October</u>	<u>April</u>
Academic: Parent Teacher conference Advertisement of school services Deficiency notification Parent meetings regarding grades	Academic: Coordinate and schedule all 6 th to 7 th grade and 7 th to 8 th grade and 8 th to 9 th grade IEP/GIEP meetings Attend transition IEP/GIEP meetings Finalize all updates/changes to the special education roster Coordinate and schedule 8 th grade tour of Lenape Tech
Career: Complete Career Cruising Activity #4 with 8 th grade students (Your Career Ideas & Career Matchmaker) Complete Career Cruising Activity #3 with 7 th grade students (Careers that Interest Me) Complete My Plan Activity #2 (Saving Your Career Matchmaker Results) with all 6 th grade students	Career: Coordinate and schedule all 6 th to 7 th grade and 7 th to 8 th grade and 8 th to 9 th grade IEP/GIEP meetings Attend transition IEP/GIEP meetings Finalize all updates/changes to the special education roster
Personal/Social: Advertisement of school services Social Skills group	Personal/Social: Coordinate and schedule all 6 th to 7 th grade and 7 th to 8 th grade and 8 th to 9 th grade IEP/GIEP meetings Attend transition IEP/GIEP meetings
<u>November</u>	<u>May</u>
Academic:	Academic: Attend transition IEP/GIEP meetings Attend "Move Up Day" assembly

	<p>Determine qualifying students for “President’s Award for Academic Excellence, Scholastic Achievement Award,” and “The Johns Hopkins Scholars” and present these during Awards Day ceremony</p> <p>Gather information on Summer School programs and assist parents</p>
<p>Career: Use the Career Selector tool with 8th grade students to research careers (Career Cruising Activity #5)</p> <p>Complete Career Cruising Classroom Activity #1 (School Subjects & Careers) with all 7th grade students</p> <p>Complete Classroom Activity #3 (Using Career Matchmaker) with all 6th grade students</p>	<p>Career: Attend transition IEP/GIEP meetings</p> <p>Complete Career Cruising My Plan Activity #6 (High School Education Plan) with all 8th grade students</p> <p>Complete “The Real Game” through Career Cruising with all 7th grade students (Sessions 4-5)</p>
<p>Personal/Social:</p>	<p>Personal/Social: Attend transition IEP/GIEP meetings</p> <p>Attend “Move Up Day assembly</p>
December	June
<p>Academic:</p>	<p>Academic: Calculate core class GPA’s</p> <p>Distribute summer school information</p> <p>Update all PennData tracking forms for students receiving support services for the upcoming year</p> <p>Register, enroll, and schedule all new students</p> <p>Pack and send all 8th grade permanent record files to the Senior High School</p> <p>Compile a list of all students who completed Algebra I and send final grades to Senior High</p> <p>Unpack and maintain all permanent record files for Elementary schools</p>
<p>Career:</p> <p>Coordinate and schedule 7th grade tour of Lenape Tech</p> <p>Complete My Plan Activity #7 (Career Preparation & Planning) with 8th grade students</p> <p>Complete Classroom Activity #2 (Using School Subjects in the Workplace) with 7th grade students</p>	<p>Career: Pack and send all 8th grade permanent record files to the Senior High School</p> <p>Unpack and maintain all permanent record files for Elementary schools</p>
<p>Personal/Social:</p>	<p>Personal/Social:</p>

Ongoing Monthly Counseling Activities

Counselor Related	Non Counselor Related
Individual academic, career, and personal/social counseling	Registration and withdrawal of students
Scheduling adjustments	
Weekly FACT and SIS team meeting	
Weekly advisory group meetings	
Student of the Month Program	

Monthly Counseling Calendar

Freeport Area High School

• <u>July</u>	▪ <u>January</u>
Academic:	Academic: <ul style="list-style-type: none"> ○ Scheduling Conflicts(2nd Semester) ○ Schedule Changes(2nd Semester) ○ New Student Meetings ○ 504 Plan Management/Meetings ○ College Applications ○ Write Letters of Recommendation ○ Transcript Requests ○ Scholarships ○ ASVAB Test ○ Academic At-Risk Letters
Career:	Career: <ul style="list-style-type: none"> ○ Career Cruising- Classroom Activity #15 ○ (Grade 9, 10)? ○ PSAT Interpret Results ○ Career/Postsecondary Lesson Plan ○ Apprenticeship Program at IUP Northpointe
Personal/Social:	Personal/Social: <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meeting
▪ <u>August</u>	▪ <u>February</u>
Academic: <ul style="list-style-type: none"> ○ Student Schedules ○ Modifications of Student Schedules ○ Individual Student Scheduling (IEP,Lenape,etc.) ○ Meeting with New Students ○ 9th Grade Orientation ○ 504 Meetings 	Academic: <ul style="list-style-type: none"> ○ ASVAB Interpret Results ○ College Applications ○ Write Letter of Recommendations ○ Transcript Requests ○ Scholarships ○ College Fair in Pittsburgh ○ IEP/GIEP Meetings ○ Assist Students with Financial Aid
Career:	Career:

	<ul style="list-style-type: none"> ○ Career Cruising- Classroom Activity #14 Learning Styles (Grade 9,10) ○ Career Cruising- Classroom Activity #10 ○ Discovering Your Work Skills ○ Career Cruising- My Plan Activity #9 Using the Resume Builder ○ ASVAB Interpret Results/Career Exploration Lesson
<p>Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Student Tours ○ New Student Tours 	<p>Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meeting
▪ September	▪ <u>March</u>
<p>Academic:</p> <ul style="list-style-type: none"> ○ Student Schedules ○ Modifications of Student Schedules ○ College Applications ○ Write Letter of Recommendation ○ Transcript Requests ○ Individual Student Scheduling (IEP,Lenape,etc.) ○ Meeting with New Students ○ 9th Grade Orientation ○ 504 Meetings ○ Senior Classroom Postsecondary Info. ○ Individual Meetings ○ 9th Grade Transition Classroom Lesson 	<p>Academic:</p> <ul style="list-style-type: none"> ○ Scheduling Presentation for all Grades ○ College Applications ○ Write Letters of Application ○ Transcript Requests ○ Scholarship- (Local Common Scholarship Distributed to Senior Students) ○ IEP Meetings ○ Scheduling Student and Parent Meetings
<p>Career:</p> <ul style="list-style-type: none"> ○ Career Cruising- Classroom Activity #3 Using Career Matchmaker (Grade 9,10) ○ Career Cruising- Classroom Activity #4 Your Career Ideas and Matchmaker ○ Career Cruising- My Plan Activity #4 Schools that Interest Me ○ Senior Classroom Postsecondary Info. ○ Individual Meetings 	<p>Career:</p> <ul style="list-style-type: none"> ○ Career Cruising- Activity #8 Career Fair Project (Grade 9) ○ Career Cruising- My Plan Activity #6 High School Plan (Grade 9,10) ○ Career Cruising- My Plan Activity #7 Career Preparation and Planning ○ Career Cruising- My Plan Activity #8,#4 Activities and Experiences (Grade 9,10,11) ○ Scheduling Presentation for all Grades

<ul style="list-style-type: none"> ○ Personal/Social: ○ 9th Grade Transition Classroom Lesson ○ New Student Meeting 	<ul style="list-style-type: none"> ○ Personal/Social: ○ Individual Counseling ○ Group Counseling ○ FACT Counseling
<p>▪ <u>October</u></p>	<p>▪ <u>April</u></p>
<p style="text-align: center;">Academic:</p> <ul style="list-style-type: none"> ○ SAT Supervision and Coordination ○ PSAT Meeting ○ PSAT Administration ○ Senior/Junior IEP/GIEP Meetings ○ Individual Senior Meetings ○ College Applications/Transcript Requests ○ Letters of Recommendation ○ Scholarships 	<p style="text-align: center;">Academic:</p> <ul style="list-style-type: none"> ○ College Applications ○ Write Letters of Application ○ Transcript Requests ○ Scholarship ○ IEP Meetings ○ Scheduling Student and Parent Meetings
<p style="text-align: center;">Career:</p> <ul style="list-style-type: none"> ○ Career Cruising- Classroom Activity #3 Using Career Matchmaker (Grade 9,10,11) ○ Career Cruising- Classroom Activity #13 Finding the Right College (Grade 12) ○ 9th/10th Grade Career Fair at IUP Northpointe ○ Individual Senior Meetings ○ 9th Grade Lenape Tour 	<p style="text-align: center;">Career:</p> <ul style="list-style-type: none"> ○ Career Day (All Grades) ○ Career Cruising- Classroom Activity #12 College Research Exercise (Grade 10) ○ Career Cruising- Classroom Activity #13 Finding the Right College ○ Career Cruising- My Plan Activity #6 High School Plan (Grade 9,10,11) ○ Career Cruising- My Plan Activity #8 Activities and Experiences (Grade 9,10,11)
<p style="text-align: center;">Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meetings ○ Parent Communication ○ Crisis Counseling 	<p style="text-align: center;">Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meetings ○ Parent Communication ○ Crisis Counseling

▪ <u>November</u>	▪ <u>May</u>
<p style="text-align: center;">Academic:</p> <ul style="list-style-type: none"> ○ College Applications ○ Write Letters of Recommendation ○ Transcript Requests ○ Scholarships ○ IEP/GIEP Meetings ○ Individual Student Meetings 	<p style="text-align: center;">Academic:</p> <ul style="list-style-type: none"> ○ Proctor AP Exams ○ IEP/GIEP Meetings ○ Scholarships ○ Individual Student Meetings
<p style="text-align: center;">Career:</p> <ul style="list-style-type: none"> ○ Career Cruising- Classroom Activity #5 Using Career Selector (Grade 10) ○ Career Cruising- Classroom Activity #6 Comparing Careers (Grade 10) ○ Career Cruising- My Plan Activity #5 Scholarships and Financial Aid (Grade 12) ○ Financial Aid Night (Grades 9-12) 	<p style="text-align: center;">Career:</p> <ul style="list-style-type: none"> ○ Individual Student Meetings
<p style="text-align: center;">Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meetings 	<p style="text-align: center;">Personal/Social:</p> <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meetings ○ Parent Communication ○ Crisis Counseling
▪ <u>December</u>	▪ <u>June</u>
<p style="text-align: center;">Academic:</p> <ul style="list-style-type: none"> ○ College Applications ○ Write Letters of Recommendation ○ Transcript Requests ○ Scholarships ○ IEP/GIEP Meetings ○ Individual Student Meetings 	<p style="text-align: center;">Academic:</p>
<p style="text-align: center;">Career:</p> <ul style="list-style-type: none"> ○ Career Cruising- Activity #6 Comparing Careers (Grade 10) 	<p style="text-align: center;">Career:</p>

<ul style="list-style-type: none"> ○ Individual Student Meetings 	
Personal/Social: <ul style="list-style-type: none"> ○ Individual Counseling ○ Group Counseling ○ FACT Meetings 	Personal/Social:

Ongoing Monthly Counseling Activities

Counselor Related	Non Counselor Related
○ Student Crisis Management	○ Facilitate Master Schedule
○ Monitor Student Grades	○ PowerSchool Grading (Calculating GPAS)
○ Monitor Student Attendance	○ Coordination of All IEP meetings
○ Teacher, Student, Parent Meetings	○ Proctoring Keystone Exams
○ Managing enrollment of new and withdrawing students	○ Covering Classes
○ Completion of Counselor Evaluation Forms for the College Admission Process	○
○ Provide Oversight of the College Application Process	○
○ Completing Transcript Requests/Documentation of Transcripts Requests	○
○ Updating PowerSchool and IEPwriter with Updated Special Education Information	○
○ Check Weekly Student Eligibility	○
○ Job Shadowing Coordination	○
○ Dual Enrollment Coordination	○
○ College in the High School Coordination	○
○ Homebound Instruction Coordination	○
○ FACT Team Meetings	○
○ Proctoring Keystone Exams	○
○ Awards Assembly Coordination	○
○ Supervising SAT Administration	○
○ SAT SSD Accommodation Application	○
○ Providing SAT/ACT Information	○
○ Updating Guidance Website	○
○ Parent Email Distribution	○

○ Monitor/Coordination of Home School Program	○
○ Professional Development	○
○ Local Committee Meetings	○
○ College Recommendation Letters	○
○ Monitoring Common Application Requests	○
○	○

8. Program Delivery:

**Comprehensive School Counseling Program Delivery System
Elementary**

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 preK-12.	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 presentations (Grades K-5 listening skills, test preparation, organizational skills, problem solving skills, introduction to the counselor, etc.) Goal of the Week 5 th Grade Move-up Day	Academic ROX Group (South Buffalo) FACT Meetings Teacher Consultations Schedule/attend/write/manage 504 Service Agreements Collaboration with WhyTry Program	Academic Transition and planning meetings for students with support needs Schedule/attend/write/manage 504 Service Agreements Early Intervention Transition Meetings FACT Team Meetings Individual Counseling (grades, study skills, school anxiety, organization skills, time on task behavior, etc.) Parent Consultation Teacher Consultation	Academic Staff Collaboration Team Meetings 504 Plan Management and Transition Planning Observations Parent Communication Schedule Counseling Program Components Coordinate with Administration Olweus Core Team Planning Input SAP Data Entry on PA State Website
Career	Career	Career	Career

Goal of the Week Career Cruising Lessons (Grades K-5 CCSpark Lessons)	ROX Group (South Buffalo)	Individual Counseling Parent Consultation	Prepare Career Lessons and Career Folders Schedule Counseling Program Components
Personal/Social	Personal/Social	Personal/Social	Personal/Social
Olweus Core Team Planning Olweus Kick-Off Goal of the Week	ROX Group (South Buffalo) Crisis Counseling FACT Meetings Small Groups Classroom Lessons D & A Prevention Programs Teacher Consultations Collaborate with outside agencies Collaboration with WhyTry Program	FACT Team Meetings Individual Counseling (friendship, bullying, conflict resolution, anger management, social skills, dealing with death, dealing with family changes, impulse control, anxiety, fears, etc.) Parent Consultation Teacher Consultation	Observations Parent and Teacher Communication Schedule Counseling Program Components Olweus Core Team Meetings and Training Preparation for Drug and Alcohol Prevention Programming
Counselor Role	Counselor Role	Counselor Role	Counselor Role
Guidance Curriculum Classroom or Groups Consultation	Individual and small group counseling Consultation Referral	Planning Consultation	Develop and manage program Coordination Develop partnerships and foster relationships Consultation
Percentage of Time 35%-45%	Percentage of Time 30%-40%	Percentage of Time 5%-10%	Percentage of Time 10%-15%

**Comprehensive School Counseling Program Delivery System
Middle School**

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support 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	Academic	Academic	Academic
<p>New Student Orientation</p> <p>Grade level “Career Cruising” academic related activities</p> <p>Grade level scheduling meetings</p>	<p>Schedule, attend, write and manage 504 service agreements</p> <p>Transition meetings (5th to 6th, 6th to 7th, 7th to 8th)</p> <p>Attend IEP/GIEP meetings</p> <p>TEAM (Teachers Engaged to Act Meaningfully) meetings</p> <p>SIS (Secondary Instructional Support) team meetings</p> <p>Pupil Personnel team meetings</p> <p>Collaboration with WhyTry Program</p> <p>Parent conferences</p> <p>Move Up Day (5th to 6th and 8th to 9th)</p>	<p>Schedule, attend, write and manage 504 service agreements</p> <p>Individual counseling</p> <p>Scheduling meetings</p> <p>Elective selections (7th and 8th grade students)</p> <p>Study Skills assistance</p> <p>Review academic progress with 6th, 7th, and 8th grade students</p> <p>Schedule new students</p>	<p>Schedule, attend, write and manage 504 service agreements</p> <p>TEAM (Teachers Engaged to Act Meaningfully) meetings</p> <p>Adjust schedules due to summer school completion</p> <p>Schedule new students</p> <p>Review PSSA scores to determine advanced placement classes</p> <p>Concussion accommodation coordinator</p> <p>Attend district committee meetings</p> <p>Input SAP data entry on PA state website</p>
Career	Career	Career	Career
<p>Complete grade level Career Cruising lessons (Grades 6 – 8, including “Using My Skills,” “Your Career Ideas,” “Career Selector Tool,” and “Career Matchmaker”)</p> <p>Career Day (Grades 6 – 8)</p>	<p>Career Classroom Guest Speakers (Grades 6 – 8)</p>	<p>Attend IEP/GIEP meetings (Collaborate with OVR for transition age students)</p> <p>Individual counseling</p> <p>Parent consultation</p>	<p>Prepare career lessons</p> <p>Provide career resources to families</p> <p>Coordinate and schedule 7th grade tour of Lenape Tech</p> <p>Schedule classroom lessons (Grades 6 – 8)</p>
Personal/Social	Personal/Social	Personal/Social	Personal/Social
<p>Olweus core team planning and meetings</p> <p>Classroom presentations including guest speakers</p>	<p>Parent communication</p> <p>Group counseling</p> <p>Student Assistance Program meetings</p> <p>Collaboration with WhyTry Program</p> <p>Tours for new students</p>	<p>FACT (Freeport Area Care Team) meetings</p> <p>Attend transition IEP/GIEP meetings</p> <p>Schedule new students</p> <p>Individual counseling</p> <p>Parent consultation</p> <p>Teacher consultation</p>	<p>Student orientation</p> <p>Schedule changes and adjustments</p> <p>Distribution of information regarding school services</p> <p>Schedule high school orientation assembly</p> <p>Coordinate and schedule all transition IEP/GIEP meetings</p>
Counselor Role	Counselor Role	Counselor Role	Counselor Role

Guidance curriculum implementation	Individual and small group counseling	Assessment	Develop, analyze, and maintain program
Classroom or group consultations	Consultation and referencing of resources	Planning Placement Consultation	Develop community and agency partnerships and foster relationships
Percentage of Time 25-35%	Percentage of Time 30-40%	Percentage of Time 15-25%	Percentage of Time 10-15%

**Comprehensive School Counseling Program Delivery System
High 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 preK-12.	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	Academic	Academic	Academic
New Student Orientation/9 th Grade Orientation	Move Up Day for Upcoming 8 th Grade Students	Senior Letters of Recommendation	New Student Orientation/9 th Grade Orientation
Senior Classroom Postsecondary Presentation/Review Graduation Requirements	Peer Mentor Tutoring Services	College Application Process/Transcript Requests	New Student Meetings
9 th Grade Transition Classroom Lesson	Collaboration with parents/teachers regarding individual student academic needs	Standardized Testing	College in the High School Coordination
Grade Level Scheduling Meetings/Career Pathways	Communication with parents/students about credit recovery options	IEP/GIEP/504 Meetings	Job Shadowing Coordination
Grade Level Career Cruising Lessons	Individual student meeting with academically at-risk students	Modifications of Student Schedules	Senior Classroom Postsecondary Presentation/Review Graduation Requirements
		Individual Senior Meetings	9 th Grade Transition Classroom Lesson
		PSAT/SAT Administration	
		Scholarship Promotion/Distribution	

	Schedule, Attend, Write and Manage 504 Service Agreements		Grade Level Scheduling Meetings/Career Pathways Grade Level Career Cruising Lessons PSAT/SAT/AP Administration ASVAB Administration Keystone Administration
Career	Career	Career	Career
Continuing Career Cruising Portfolio Career Cruising Matchmaker Assessment Career Cruising Postsecondary Exploration Parent Evening Presentation/Career Pathways/Postsecondary Options	Participation in National College Fair Grade 11 Career Day Program Grades 9-12 Job Shadowing Promotion/Awareness Grades 9-12 Internship Promotion/Awareness Grade 12	Grade 9 Lenape Tour Individual Student Meetings Career Exploration using Career Cruising	Financial Aid Night Grades 9-12 Parent Evening Presentation/Career Pathways/Postsecondary Options Career Day Program Grades 9-12
Personal/Social	Personal/Social	Personal/Social	Personal/Social
Group counseling based on student need (Academic Support, Social Skills, Grief, Anger Mgt, Lunch Bunch) Peer Mentoring	FACT Referrals (Mental Health/Drug/Alcohol Liaison) Group Counseling Individual Student Counseling Student Crisis Management Armstrong County Drug/Alcohol Prevention Presentations Yellow Dress Assembly-Grade 11/12	Communication with Outside Agencies, Therapists, Physicians Individual Counseling Crisis Counseling	Individual Student Counseling Group Counseling
Counselor Role	Counselor Role	Counselor Role	Counselor Role
Guidance Curriculum Implementation Classroom and Group Consultation Consultation with Parents, Students, Administration, Faculty	Individual and small group counseling Consultation with Parents, Students, Administration, Faculty Referral	Student Assessment Consultation with Parents, Students Administration, Faculty	Student Assessment Consultation with Parents, Students, Administration, Faculty
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time

15-25%

30-40%

25-35%

10-15%

9. Curriculum Action Plan

Elementary Curriculum Action Plan

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Lesson about positive self-concept	13.1.3A/B	It's Okay to be Different by Todd Parr Different You/Different me Song CCSpark!	September - October	All Kindergarten and 1 st Grade students	Classroom	Classroom Discussion Student Pictures Question/Answer Session	All Kindergarten and 1 st Grade students	School Counselor
Lesson addressing community, home, school roles	13.1.3C/D/E	People in your neighborhood pictures Uniform props CCSpark!	November - December	All Kindergarten and 1 st Grade students	Classroom	Classroom Discussion Question/Answer Session	All Kindergarten and 1 st Grade students	School Counselor
Lesson addressing career exploration	13.1.3F/G/H 13.2.3B/D	Career Day by Anne Rockwell CCSpark!	February - March	All Kindergarten and 1 st Grade students	Classroom	Classroom Discussion Student Pictures Question/Answer Session	All Kindergarten and 1 st Grade students	School Counselor
CCSpark! Lesson 1: All About Me	13.1.3A/B 13.2.3C/E	CCSpark! Dear Future Me Page	September	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor
CCSpark! Lesson 2: Me and My Community	13.2.3A 13.3.3A/B/C	CCSpark!	October	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor
CCSpark! Lesson 3: What is a Detective?	13.2.3E	CCSpark!	November	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor

CCSpark! Lesson 4: Community Involvement	13.1.3D/E 13.3.3B/C	CCSpark!	January	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor
CCSpark! Lesson 5: Career Exploration	13.1.3D/E 13.4.3A/B/C	CCSpark!	February	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor
CCSpark! Lesson 6: Connecting Careers to Interest	13.1.3A/B/D/H	CCSpark!	March/April/May	All 2 nd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 2 nd Grade Students	School Counselor
CCSpark! Unit 1: All About Me	13.1.3A/B/F/G/H 13.2.3E	CCSpark!	September	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 2: What is Work? (Career Paths)	13.1.3C/D/E/F 13.3.3D/E/F/G	CCSpark!	October	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 3: Self Awareness: How am I Feeling?	13.2.3A/E 13.3.3A/B/C	CCSpark!	November	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 4: My Interests	13.1.3A/B/F/G	CCSpark!	January	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 5: Communication Skills: Active Listening	13.2.3A/E 13.3.3A/B/C	CCSpark!	February	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 6: Taking Initiative	13.1.3G 13.2.3D 13.3.3A/B/C/E 13.4.3A/B/C	CCSpark!	March	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor
CCSpark! Unit 7: Social Awareness	13.2.3A/C/E 13.3.3A/B/C	CCSpark!	April/May	All 3 rd Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 3 rd Grade Students	School Counselor

CCSpark! Unit 8 Learning Styles	13.1.5A/B/H 13.3.5G	CCSpark!	September	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 9: Evaluating My Performance	13.1.5F/G 13.3.5A/B/C	CCSpark!	October	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th grade Students	School Counselor
CCSpark! Unit 10: Occupation Tools	13.1.5C/E/F	CCSpark!	November	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 11: My Success Tools	13.1.5H 13.1.5A/B/C/D/E/F	CCSpark!	January	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 12: Cooperation and Teamwork/Respec ting Others	13.1.5A/C/E 13.3.5A/B/C	CCSpark!	February	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 13: Cyber Safety	13.2.5B/E 13.3.5G	CCSpark!	March	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 14: Understanding Stress, Anger & Anxiety	13.2.5A/E 13.3.5A/B/C	CCSpark!	April/May	All 4 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 4 th Grade Students	School Counselor
CCSpark! Unit 15: Goal Setting and Planning for Action	13.1.5D/G 13.2.5D	CCSpark!	September	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor
CCSpark! Unit 16: Responsibility and Decision Making (Problem Solving)	13.2.5E 13.3.5A/B/C/D/E	CCSpark!	October	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor
CCSpark! Unit 17: Flexibility, Adaptability, Adversity	13.1.5H 13.2.5A/E 13.3.5A/B/C	CCSpark!	November	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor

CCSpark! Unit 18: Character Traits	13.1.5F/H 13.2.5A/E 13.3.5A/B/C 13.4.5A/B	CCSpark!	January	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor
CCSpark! Unit 19: Negotiation Skills	13.1.5H 13.2.5A/E 13.4.5A/B/C	CCSpark!	February	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor
CCSpark! Unit 20 : Use of Information	13.1.5D 13.2.5B/C/D	CCSpark!	March	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor
CCSpark! Unit 21: Self Confidence	13.1.5A/B/C/E/F/G	CCSpark!	April/May	All 5 th Grade Students	Classroom	Classroom Discussion/ Reflection Activity	All 5 th Grade Students	School Counselor

Middle School Curriculum Action Plan

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Career Cruising Activity #4 with 8 th grade students (Your Career Ideas & Career Matchmaker)	13.1.8A/B/G/H	Career Cruising Curriculum Activity #4	October - October	All 8 th Grade students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8th Grade students	School Counselor
Career Cruising Activity #3 with 7 th grade students (Careers That Interest Me)	13.1.8A/B/G	Career Cruising Curriculum Activity #3	October - October	All 7 th Grade students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 7th Grade students	School Counselor
Career Cruising Activity #2 with 6 th grade students	13.1.8A/B/G	Career Cruising Curriculum Activity #2	October - October	All 6th Grade students	Classroom	Classroom Discussion Student Pictures	All 6th Grade students	School Counselor

(Saving Your Career Matchmaker Results)						Question/Answer Session Portfolio Upload		
Use the Career Selector Tool with 8 th grade students to research careers (Career Cruising Activity #5)	13.2.8B 13.3.8A	Career Cruising Activity #5	November - November	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Career Cruising Classroom Activity #1 (School Subjects and Careers) with all 7 th grade students	13.1.8F/G	Career Cruising Activity #1	November - November	All 7 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 7 th Grade Students	School Counselor
Career Cruising Classroom Activity #3 (Using Career Matchmaker) with all 6 th grade students	13.1.8A/B/G/H	Career Cruising Activity #3	November - November	All 6 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 6 th Grade Students	School Counselor
Complete My Plan Activity #7 (Career Preparation and Planning) with all 8 th grade students	13.1.8A/C/D/G/H	Career Cruising Activity #7	December - December	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Career Cruising Classroom Activity #2 (Using School Subjects in the Workplace) with 7 th grade students	13.1.8F/H 13.2.8D/E	Career Cruising Activity #2	December - December	All 7 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 7 th Grade Students	School Counselor
Career Cruising Classroom Activity #14 (Learning Styles) with 8 th grade students	13.1.8B 13.3.8G	Career Cruising Activity #14	January - January	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Career Cruising Classroom Activity #14 (Learning Styles) with 6 th grade students	13.1.8B 13.3.8G	Career Cruising Activity #14	January - January	All 6 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 6 th Grade Students	School Counselor

Career Cruising Classroom Activity #11 (Using My Skills) with all 8 th grade students	13.1.8A/B	Career Cruising Activity #11	February - February	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Complete My Plan Activity #8 (Activities and Experiences) with all 6 th grade students	13.1.8C/F/G	Career Cruising Activity #8	February - February	All 6 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 6 th Grade Students	School Counselor
Career Cruising Classroom Activity #12 (College Research Exercise) with 8 th grade students	13.2.8D	Career Cruising Activity #12	March - March	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Complete “The Real Game” through Career Cruising with all 7 th grade students (Sessions 1-3)	13.2.8C 13.3.8A/D 13.4.8A	“The Real Game”	March - March	All 7 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 7 th Grade Students	School Counselor
Career Cruising “My Plan” Activity #6 (High School Education Plan) with 8 th grade students	13.1.8F 13.3.8A	Career Cruising Activity #6	May - May	All 8 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 8 th Grade Students	School Counselor
Complete “The Real Game” through Career Cruising with all 7 th grade students (Sessions 4-5)	13.2.8C 13.3.8A/D 13.4.8A	“The Real Game”	May - May	All 7 th Grade Students	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	All 7 th Grade Students	School Counselor

High School Curriculum Action Plan

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
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Career Cruising- Classroom Activity #3 Using Career Matchmaker	13.1.11 A,B,C,D,E,F,G 13.2.11 D	Career Cruising Career Pathways	September - December	Grades 9- 11	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grades 9-11	School Counselor
Career Cruising- My Plan Activity #6 High School Plan (Goals)	13.1.11 H 13.2.11 D	Career Cruising Career Pathways	September - December	Grades 9- 11	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grades 9-11	School Counselor
Career Cruising- My Plan Activity #8,#4 Activities and Experiences	13.2.11 D	Career Cruising Career Pathways	September - December	Grades 9- 11	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grades 9-11	School Counselor
Career Cruising- Classroom Activity #14 Learning Styles	13.1.11 A 13.2.11 D	Career Cruising Career Pathways	September - December	Grades 9- 10	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grades 9,10	School Counselor
Career Cruising- Classroom Activity #12 Postsecondary Research Exercise	13.1.11 D 13.2.11 D 13.3.11 F,G	Career Cruising Career Pathways	January - March	Grade 10	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 10	School Counselor
Career Cruising- Classroom Activity #5 Using Career Selector	13.1.11 A,B,C,D,E,F,G 13.2.11 E,D 13.3.11 F,G	Career Cruising Career Pathways	January - March	Grade 10	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 10	School Counselor
Career Cruising- Classroom Activity #6	13.1.11 A,B,C,D,E,F,G 13.2.11	Career Cruising	January - April	Grade 10- 12	Classroom	Classroom Discussion	Grade 10-12	School Counselor

Comparing Careers	E,D 13.3.11 F,G	Career Pathways				Question/Answer Session Portfolio Upload		
Career Cruising- My Plan Activity #9	13.2.11 C,D	Career Cruising	January - May	Grade 11- 12	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 11-12	Classroom Teacher
Using the Resume Builder		Career Pathways						School Counselor
Career Cruising- My Plan Activity #5	13.2.11 D	Career Cruising	September - December	Grade 11- 12	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 11- 12	School Counselor
Scholarships and Financial Aid		Career Pathways						
Career Cruising- My Plan Activity #4	13.1.11 A,B,C,D,E,F,G	Career Cruising	January - April	Grade 11	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 11-12	School Counselor
Schools that Interest Me	13.2.11 D	Career Pathways						
Career Cruising- Classroom Activity #13	13.1.11 A,B,C,D,E,F,G	Career Cruising	January - April	Grade 11	Classroom	Classroom Discussion Question/Answer Session Portfolio Upload	Grade 11-12	School Counselor
Finding the Right Postsecondary School	13.2.11 D							
Career Pathways Scheduling Meetings Grades 9-12	13.3.11 A,E,F,G	Career Pathways Program of Studies	February - March	Grade 9-12	Classroom	Classroom Discussion Question/Answer Session	Grades 9-12	School Counselor
Postsecondary Procedures Classroom Lesson	13.1.11 A,B,C,D,E,F,G	Postsecondary Booklet Career Pathways Program of Studies	September- 12 March/April-11	Grade 11- 12	Classroom	Classroom Discussion Question/Answer Session	Grades 11-12	School Counselor
Smart Borrowing With PHEAA	13.3.11 D	Smart Borrowing Program	March - April	Grade 11	Classroom	Classroom Discussion Question/Answer Session	Grades 11	School Counselor

Orientation to High School (Transcript)	13.1.11 D	Welcome to the High School Booklet Copy of Student Transcript	September - October	Grade 9	Classroom	Classroom Discussion Question/Answer Session	Grade 9	School Counselor
Introduction to STEM Premier	13.1.11 H 13.2.11 D	STEM Premier Website	September - May	Grade 9	Classroom	Classroom Discussion Question/Answer Session	Grade 9	Classroom Teacher/ School Counselor
Intro to Entrepreneurship	13.4.11 A,B,C	9 Week Long Course	September - May	Grade 9	Classroom	Classroom Discussion Question/Answer Session Grade Earned	Grade 9	Classroom Teacher
Public Speaking	13.2.11 A	Semester Long Course	September - May	Grade 11-12	Classroom	Classroom Discussion Question/Answer Session Grade Earned	Grade 11-12	Classroom Teacher

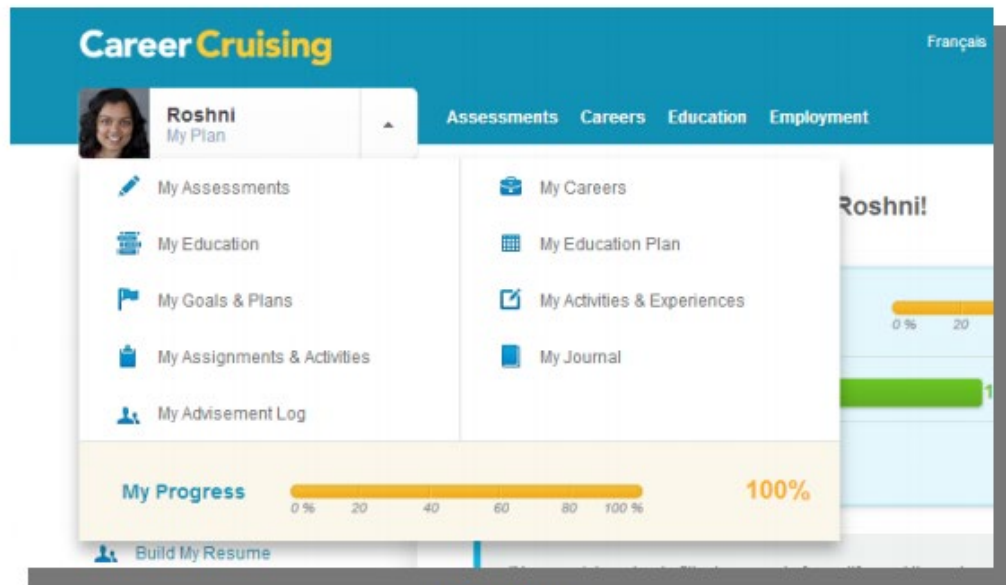
10. **Organizing Career /Postsecondary Resources-**

Resource Types	List Resources
Intermediary Organization	<ul style="list-style-type: none"> • Lenape Career and Technology Center • Armstrong County Career Link • Armstrong Center for Community Learning
Community/ State Agencies	<ul style="list-style-type: none"> • PA Department of Education • *Career Education and Work Standards • Pennsylvania Department of Labor/ OVR Services • Armstrong County Career Link • Butler County Career Links • Armstrong County Industrial Development Council • Tri County Workforce Development • Armstrong County Center for Community Learning
Individual Contacts	<ul style="list-style-type: none"> • Michelle Lingus- Lenape Career and Technology Center • Mike Thompson- Educational Consultant (PDE) • Mary Salony- Tri- County Workforce Development • Justin Nolder- Armstrong County Industrial Development Council • Scott Covert- Penn United • Scott Albert- U can B • Scott Dietz- Catalyst Connection • Lisa Campbell- BC3 • Fred Orozco- Armstrong County Center for Community Learning • Donna Purtrell- IUP NorthPoint
Community / Business Meetings	<ul style="list-style-type: none"> • School Counseling Advisory Council Meetings • Tri County Work Force Development and Consortiums Meetings • Alle Kiski Strong Chambers Meetings • Butler County Chambers Meetings
Community Events	<ul style="list-style-type: none"> • NACAC- College Fair (High School) • Career Day- Freeport Area High School • Career Day- Freeport Area Middle School • Career Day- Buffalo/ South Buffalo • Health Careers Day- IUP NorthPoint (High School)

	<ul style="list-style-type: none"> • Women In Manufacturing- Westmoreland County Community College ATC (High School) • Iron worker Local 3 Tour (High School) • Inventionland- South Buffalo 5th grade • Pathway Presentation- Incoming Freshman Orientation • Career Presentations- (Elem./ Middle/High School) • SEAL Challenge- US Navy and PSU Electro-optics
Internet Based Links	<ul style="list-style-type: none"> • www.schoolcounselor.org • www.pacareerzone.com • www.pacareerstandards.com • www.onetonline.org • www.careerpath.com • www.acinet.org • www.careercruising.org • www.bls.gov • www.fasdpathways.weebly.com
Publications/ Documents	<ul style="list-style-type: none"> • Student Planner • Career Cruising Curriculum • NC3 Employer Engagement Handbook • Career Pathways Programs of Study • Career Pathways Posters • Post-Secondary Informational Handout • FASFA Booklets • Smart Borrowing PHEAA

11. **Individualized Academic/Career Plan**

My Plan Tool



My Plan Menu

PORTFOLIO COMPLETION STANDARDS FORM

Criteria	Grade Level						
	6	7	8	9	10	11	12
Career and Education Exploration Career Matchmaker This standard asks students to complete the Career Matchmaker assessment and save results. Students answer a minimum of 39 questions about their likes and dislikes to find and explore career profiles that match their interests (they can answer up to 116 questions to refine results).	X	X	X	X	X	X	
My Skills This standard asks students to complete the My Skills assessment and save results. Students rate their level of skill in 45 areas to see how those skills match up with careers of interest. <i>Note: Students must complete the first 39 questions of Career Matchmaker to access My Skills.</i>		X	X	X	X		

<p>Learning Styles Inventory This standard asks students to complete the Learning Styles Inventory assessment and save results. Students answer 20 questions to find out how they learn and retain information.</p>	X	X	X				
<p>Ability Profiler This standard asks students to complete the Ability Profiler assessment and save results. Students learn more about their abilities and see how they compare to Career Matchmaker suggestions. <i>Note: Advisors must participate in a web-based training session before Ability Profiler can be activated for a school. In addition, students must complete the first 39 questions of Career Matchmaker to access Ability Profiler. This assessment is designed for students age 16 and older and <u>should not</u> be set as a standard where students will not reach the age of 16 while in that grade.</i></p>						X	
<p>Other Assessments This standard asks students to add test and assessment results NOT completed in Career Cruising, e.g. SAT/ACT scores. Students take these assessments <u>outside of Career Cruising</u>; however, you can still add a field that requires them to add the results to their portfolio.</p>						X	X

<p>My Saved Careers This standard asks students to save career profiles of interest. You can also specify the minimum number of careers to be saved (see below).</p>	X	X	X	X	X	X	
<p>- Minimum Number of Saved Careers This standard specifies the minimum number of career profiles to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>	1	2	3	3	3	3	
<p>Career Selector This standard asks students to complete Career Selector and save results. Students fill out a short questionnaire that filters careers by education level, income, core tasks, working conditions, and more.</p>			X		X		
<p>My Saved Schools This standard asks students to save schools of interest. You can also specify the minimum number of schools to be saved (see below).</p>			X			X	X

<p>- Minimum Number of Saved Schools This standard specifies the minimum number of schools to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>			1			3	3
<p>School Selector This standard asks students to complete the School Selector and save results. Students fill out a short questionnaire that filters schools by location, admission difficulty, tuition, majors, and more.</p>					X	X	
<p>Financial Aid Selector This standard asks students to complete the Financial Aid Selector and save results. Students fill out a short questionnaire that filters scholarships by academic history, interests, background, and more.</p>						X	X
<p>My Journal This standard asks students to complete an entry in My Journal. The entry can be used to describeshort and long-term goals, achievements, aspirations, or reflections at the beginning or end of the year. You can also specify the minimum number of journal entries to be saved (see below).</p>				X			

<p>- Minimum Number of My Journal Entries This standard specifies the minimum number of journal entries to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>				2			
4-Year Education Plan	6	7	8	9	10	11	12
<p>Select the grade(s) in which students will be required to plan their 9th to 12th-grade courses. You can also select the minimum number of credits that a student must choose for each year. <i>Note: If you include a minimum number of credits, students who fail those credits won't reach 100% portfolio completion because credits cannot be backlogged. For more information, please discuss with your Success Manager.</i></p>							
Education Plan: Grade 9				X			
Minimum number of credits <u>6.25</u>							
Education Plan: Grade 10					X		
Minimum number of credits <u>6.25</u>							
Education Plan: Grade 11						X	
Minimum number of credits <u>6.25</u>							
Education Plan: Grade 12							X
Minimum number of credits <u>6.25</u>							
Career Planning	6	7	8	9	10	11	12

<p>My Saved Clusters Students in the selected grades will be required to save their preferred Career Pathways or Career Clusters based on the pathway/cluster system used at your school. Under Explore Careers, students can click on a cluster title to view a list of occupation profiles that belong to that cluster. They can also review cluster matches recommended in their Career Matchmaker results.</p>		X	X	X	X		
<p>Career Planning Activities* Using this standard, you can specify which Career Planning Activities students must complete in each grade level (you can find a full list of Career Planning Activities below this chart). When activities are specified, students must save proof of those activities to reach standard completion; activities appear on a drop-down menu for students to select. <i>Note: This section allows you to select the specific Career Planning Activities for students to complete. If you simply want them to complete any of the listed activities (their choice), leave this standard blank and use the Minimum Number of Career Planning Activities below.</i></p>			X		X	X	

<p>- Minimum Number of Career Planning Activities This standard specifies the minimum number of career planning activities to be saved by a certain grade, either as specified by you (see above) or chosen by the student. <i>Numbers set for this standard are cumulative (see page 2).</i></p>				1	1	1	1
<p>Post-Secondary Plan This standard asks students to complete the Post-Secondary Plan under My Goals & Plans. Students in the selected grades will be required to indicate which careers they're considering, what level of education and training they intend to complete after high school and, if applicable, what sources of post-secondary funding they plan to pursue.</p>					X	X	X
<p>Career and Life Goals This standard requires students to enter their short-term and long-term goals under My Goals & Plans.</p>			X	X	X	X	X
<p>Criteria</p>	Grade Level						
<p>Activities and Abilities</p>	6	7	8	9	10	11	12

Hobbies & Interests This standard asks students to save their hobbies & interests (under My Activities & Experiences). You can also specify the minimum number of hobbies & interests to be saved (see below).	X	X	X	X	X	X	X
- Minimum Number of Hobbies & Interests This standard specifies the minimum number of hobbies & interests to be saved. <i>Numbers set for this standard are cumulative (see page 2).</i>	1	1	1	1	1	1	1
Extracurricular Activities This standard asks students to save their extracurricular activities. You can also specify the minimum number of activities to be saved in order to meet the standard (see below).	X	X	X	X	X	X	X
- Minimum Number of Extracurricular Activities This standard specifies the minimum number of activities to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i>	1	1	1	1	1	1	1
Skills & Abilities This standard asks students to save their skills & abilities. You can also specify the minimum number of skills/abilities to be saved (see below).			X	X	X	X	X

- Minimum Number of Skills & Abilities This standard specifies the minimum number of hobbies & interests to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i>			1	1	1	1	1
Awards & Certificates This standard asks students to save any awards or certificates received (under My Activities & Experiences).	X	X	X	X	X	X	X
Work Experience This standard asks students to save their work experiences (under My Activities & Experiences). <i>Note: Some students may not have traditional work experience.</i>					X	X	X
Volunteer Experience This standard asks students to save their volunteer experiences. You can also specify the minimum number of hours to be saved in order to meet the standard.				X	X	X	X

<p>- Minimum Number of Volunteer Hours This standard specifies the minimum number of volunteer hours to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>							
<p>Components of Inspire** <i>Note: Only complete this section if you have the Inspire platform activated in Career Cruising.</i></p>							
<p>Career Coach Message Board Posts This standard asks students to submit questions to volunteer Career Coaches to learn more about jobs and industries of interest. You can also specify the minimum number of posts (see below).</p>							
<p>- Minimum Number of Message Board Posts This standard specifies the minimum number of message board posts (with Career Coaches) to be completed by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>							
<p>Company Message Board Posts This standard asks students to send messages to companies to learn more about what they do and/or if they offer work-based learning opportunities. You can also specify the minimum number of posts (see below).</p>							

<p>- Minimum Number of Message Board Posts This standard specifies the minimum number of message board posts (with Companies) to be completed by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>							
<p>My Saved Companies This standard asks students to save company profiles of interest. You can also specify the minimum number of companies to be saved (see below).</p>							
<p>- Minimum Number of Saved Companies This standard specifies the minimum number of company profiles to be saved by a certain grade. <i>Numbers set for this standard are cumulative (see page 2).</i></p>							
<p>Annual Portfolio Development Activities</p>	6	7	8	9	10	11	12

<p>Annual Portfolio Review</p> <p>This option allows schools to ensure student portfolios are reviewed by an Advisor. Advisors working with the selected grade(s) will be required to indicate that they've reviewed the student's account within the Career Advisor Management System (CAMS). <i>Note: The review is COMPLETED BY AN ADVISOR, <u>not</u> by the student. Reviews must be done one at a time and cannot be completed in bulk. Please be aware of any time constraints your Advisors may have in completing this task.</i></p>	X	X	X	X	X	X	X
<p>Reflect & Confirm***</p> <p>This option helps ensure students are reviewing the information in their account at least once a year. This is a SCHOOL-WIDE setting and cannot be activated on a grade-by-grade basis. See below for details.</p>	<p>Yes No ____</p>						

12. Career and Technical Center Strategy

- In 7th and 9th Grades, all students participate in a tour of Lenape Vocational Technical School. Students are introduced to all technical areas of study.
- In 8th and 9th Grades, a representative from Lenape Vocational Technical School facilitate a career exploration program related to the programs offered at Lenape.
- In 9th and 10th Grade, students who are interested in attending Lenape Vocational
- Technical School in their junior year have the opportunity to participate in a shadowing experience in their program of interest.
- In 11th and 12th Grade, students have the opportunity to attend Lenape Vocational Technical School full time in one of 15 technical programs of study.

13. Job Descriptions

Department: School Counselors

Standard Title: Elementary Counselor (K-5)

Primary Function:

Under the supervision of the Building Principal, Special Services Coordinator, the Elementary Counselors provide a comprehensive counseling program for students in their buildings. They consult with the Building Principal, teachers, parents, and other staff members as needed to enhance their effectiveness in helping students and provide support for other District educational programs. The Counselors help students understand their abilities, aptitudes, and interests in light of the opportunities and demands that they currently experience or may experience in the future, including student assessment and career development. The Counselors help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Supervision Received:

The Elementary Counselor is directly responsible to the Special Services Coordinator/Building Principal

Essential Functions and Performance Responsibilities:

Student Services

1. Collaborates with Special Education/Gifted Education case managers to monitor academic progress.
2. Works with Building Principal to write and review 504 Service Agreements in collaboration with families and appropriate professional staff. Distributes 504 Service Agreement to appropriate school personnel and files the original in student's cumulative file with a copy to the Special Services Coordinator.

Careers

1. Introduces students to "Sparks" and helps students explore option for their future.
2. Uses career search engines with students, which gives them the opportunity to explore various areas of interest.
3. Provides students the opportunity to explore career pathways by offering opportunities to be exposed to various careers.
4. Helps students to explore various career opportunities.

Community Relations

1. Maintains guidance Web site with up-to-date information for students and parents.
2. Provides parent informational nights
3. Orients student to school.

Counseling Program

1. Conducts classroom guidance activities dealing with career education and work and character education, and responds to teacher invitations for classroom guidance lessons or systematically conducts developmental counseling groups for each grade level throughout the year.
2. Guides individuals and groups of students through the development of life skills. Works with students in acquiring knowledge about, and making effective use of, skills when interacting in the home, academic and peer environments.
3. Counsels individuals and small groups of students toward social and emotional growth.
4. Refers students with problems and their parents to special programs, specialists and outside agencies.
5. Trains and mentors intern guidance counselors. Pursues continuous professional growth, which may include attending approved state and locally sponsored staff development offerings; joining associations; reading professional journals and contributing to professional literature; attending relevant workshops and conferences sponsored by professional organizations; and taking postgraduate courses.
6. In conjunction with Building Principals, counselors, and other school personnel, coordinates and participates in transition activities between grade levels and/or buildings.
7. Facilitates award and scholarship programs as may be required.
8. Coordinates with classroom teachers to select and train peer tutors and peer tutoring schedule. Student Assistance Program (SAP)
9. Works with the SAP Team to determine the type and level of in-school support, including, but not limited to, mentoring.
10. Performs any other duties assigned by the Building Principal or Special Services Coordinator.

PERSONAL QUALIFICATIONS

1. Ability to establish and maintain productive working relationships with staff, business associates, and general community.
2. Ability to work on multiple tasks and prioritize appropriately.
3. Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
4. Ability to communicate effectively.
5. Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

PROFESSIONAL QUALIFICATIONS

1. Educational Specialist Certification.
2. Master's Degree preferred.
3. Demonstrated knowledge and application of effective principles, practices and trends in the field of guidance counseling.
4. Must be able to perform the above responsibilities at a high level.

Physical Demands:

1. Occasional travel to School District offices, buildings, classroom and grounds, local and county court settings, and student residences.
2. Occasional traversing throughout various buildings.
3. Often sitting for extended periods.
4. Standing for periods of time.
5. Moderate lifting from 15-30 pounds.
6. Some moving of various items - up to 30 pounds.

7. Manual dexterity to use office equipment.
8. Repetitive operation of computer keyboard.

Sensory Abilities: Ability to communicate effectively in all aspects of the job.

Work Environment: Generally, office setting.

Temperament:

1. Ability to work as a leader, coordinator and a member of a team.
2. Must be courteous and able to effectively manage job responsibilities.
3. Must be cooperative, congenial, service oriented, and promote these qualities.
4. Ability to work in an environment with frequent interruptions.
5. Ability to be respectful and empathetic.

Workplace Expectations:

1. Ability to follow directions and give direction to others.
2. Ability to create and delegate assignments.
3. Ability to complete assigned tasks without supervision.
4. Ability to communicate, comprehend and perform complex computations.
5. Ability to use correct grammar, sentence structure and spelling.
6. Ability to compose clear, concise sentences and paragraphs.
7. Ability to organize office setting to efficiently accomplish tasks.
8. Ability to multitask.
9. Ability to work independently and make work-related decisions.
10. Ability to exercise good judgment in prioritizing tasks.
11. Ability to communicate effectively at all organizational levels.
12. Ability to operate office equipment.
13. Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
14. Ability to appropriately handle confidential information in accordance with District policies.
15. Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

Department: School Counselors

Standard Title: Secondary Counselor (Middle School and High School)

Primary Function: Under the supervision of the Building Principal, Special Services Coordinator, the Secondary Counselors provide a comprehensive counseling program for students in their buildings. They consult with the Building Principal, teachers, parents, and other staff members as needed to enhance their effectiveness in helping students and provide support for other District educational programs. The Counselors help students understand their abilities, aptitudes, and interests in light of the opportunities and demands that they currently experience or may experience in the future, including student assessment and career development. The Counselors help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Supervision Received: The Secondary Counselor is directly responsible to the Special Services Coordinator/Building Principal

Essential Functions and Performance Responsibilities:

Student Services

1. Collaborates with Special Education/Gifted Education case managers to monitor academic progress.

2. Works with Building Principal to write and review 504 Service Agreements in collaboration with families and appropriate professional staff. Distributes 504 Service Agreement to appropriate school personnel and files the original in student's cumulative file with a copy to the Special Services Coordinator.

Careers

3. Introduces students to "Career Cruising" and helps students explore option for their future.
4. Uses career search engines with students, which gives them the opportunity to explore various areas of interest.
5. Provides students the opportunity to explore career pathways by offering opportunities to participate in job shadowing, career fairs, internships, college fairs, field trips, etc.
6. Helps students to set realistic career goals based on assessments, standardized tests and academic achievement.

College Preparation

1. Provides students with the opportunity to take the following assessments: PSAT, SAT, ACT and AP.
2. Assists students and parents with the interpretation of test results and how they apply to college and career choices students will make.
3. Provides information about college application process to students and parents.
4. Reviews college applications and processes transcripts for each application.
5. Provides information about appropriate college entrance exams.
6. Provides letters of recommendation as needed.
7. Provides students with opportunities to meet with college admissions representatives at the High School.
8. Provides access to national, state and local scholarships.
9. Assists in the NCAA clearinghouse process for potential collegiate athletes.

Community Relations

1. Maintains guidance Web site with up-to-date information for students and parents.
2. Provides parent informational nights
3. Enrolls new students by reviewing previous school records, contacting former school if necessary, and developing a schedule.
4. Orients student to school.
5. Monitors student progress toward graduation requirements.
6. Provides alternatives and assistance to those students in credit trouble.

Counseling Program

1. Conducts classroom guidance activities dealing with career education and work and character education, and responds to teacher invitations for classroom guidance lessons or systematically conducts developmental counseling groups for each grade level throughout the year.
2. Guides individuals and groups of students through the development of life skills. Works with students in acquiring knowledge about, and making effective use of, skills when interacting in the home, academic and peer environments.
3. Counsels individuals and small groups of students toward social and emotional growth.
4. Refers students with problems and their parents to special programs, specialists and outside agencies.
5. Trains and mentors intern guidance counselors. Pursues continuous professional growth, which may include attending approved state and locally sponsored staff development offerings; joining associations; reading professional journals and contributing to professional literature; attending relevant workshops and conferences sponsored by professional organizations; and taking postgraduate courses.

6. In conjunction with Building Principals, counselors, and other school personnel, coordinates and participates in transition activities between grade levels and/or buildings.
7. Facilitates award and scholarship programs as may be required.
8. Coordinates with classroom teachers to select and train peer tutors and peer tutoring schedule. Student Assistance Program (SAP)
9. Works with the SAP Team to determine the type and level of in-school support, including, but not limited to, mentoring.
10. Performs any other duties assigned by the Building Principal or Special Services Coordinator.

PERSONAL QUALIFICATIONS

1. Ability to establish and maintain productive working relationships with staff, business associates, and general community.
2. Ability to work on multiple tasks and prioritize appropriately.
3. Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
4. Ability to communicate effectively.
5. Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

PROFESSIONAL QUALIFICATIONS

1. Educational Specialist Certification.
2. Master's Degree preferred.
3. Demonstrated knowledge and application of effective principles, practices and trends in the field of guidance counseling.
4. Must be able to perform the above responsibilities at a high level.

Physical Demands:

1. Occasional travel to School District offices, buildings, classroom and grounds, local and county court settings, and student residences.
2. Occasional traversing throughout various buildings.
3. Often sitting for extended periods.
4. Standing for periods of time.
5. Moderate lifting from 15-30 pounds.
6. Some moving of various items - up to 30 pounds.
7. Manual dexterity to use office equipment.
8. Repetitive operation of computer keyboard.

Sensory Abilities: Ability to communicate effectively in all aspects of the job.

Work Environment: Generally, office setting.

Temperament:

1. Ability to work as a leader, coordinator and a member of a team.
2. Must be courteous and able to effectively manage job responsibilities.
3. Must be cooperative, congenial, service oriented, and promote these qualities.
4. Ability to work in an environment with frequent interruptions.
5. Ability to be respectful and empathetic.

Workplace Expectations:

1. Ability to follow directions and give direction to others.
2. Ability to create and delegate assignments.
3. Ability to complete assigned tasks without supervision.
4. Ability to communicate, comprehend and perform complex computations.
5. Ability to use correct grammar, sentence structure and spelling.

6. Ability to compose clear, concise sentences and paragraphs.
7. Ability to organize office setting to efficiently accomplish tasks.
8. Ability to multitask.
9. Ability to work independently and make work-related decisions.
10. Ability to exercise good judgment in prioritizing tasks.
11. Ability to communicate effectively at all organizational levels.
12. Ability to operate office equipment.
13. Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
14. Ability to appropriately handle confidential information in accordance with District policies.
15. Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).