

CONEWAGO VALLEY

SCHOOL DISTRICT



PA CHAPTER 339

SCHOOL COUNSELING PLAN

2023-2024

**Chapter 339 K-12 Guidance Plan Outline
CONEWAGO VALLEY SCHOOL DISTRICT
SCHOOL COUNSELING PLAN**

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**Chapter 339 K-12 Guidance Plan Outline
CONEWAGO VALLEY SCHOOL DISTRICT
SCHOOL COUNSELING PLAN**

1. SCHOOL COUNSELORS

Counselor/Student Ratio Assignment

Lisa Miller, School Counselor	1/510	Conewago Township Elementary (K-3)
Eric Bowden, School Counselor	1/581	New Oxford Elementary (K-3)
Rebecca Wildasin, School Counselor	1/288	Conewago Valley Intermediate (6)
Abby Reichart, School Counselor	1/279	Conewago Valley Intermediate (4)
Elizabeth Sanders, School Counselor	1/304	Conewago Valley Intermediate (5)
Adrienne Herndon, School Counselor	1/310	New Oxford Middle (8)
Laurie Miller, School Counselor	1/272	New Oxford Middle (7)
Shannon Mannino, School Counselor	1/301	New Oxford High (9-12) A-E
Alexandra Karkuff, School Counselor	1/314	New Oxford High (9-12) F-K
Allison Evans, School Counselor	1/329	New Oxford High (9-12) L-Q
Mark Rodrigo, School Counselor	1/320	New Oxford High (9-12) R-Z
Haley Still, Para-professional		New Oxford High (9-12)
Nancy Brown, Guidance Secretary		New Oxford High (9-12)
Sharon Hagerman, Guidance Secretary		New Oxford High (9-12)

2. SCHOOL-COUNSELING DEPARTMENT MISSION STATEMENT, CORE BELIEFS, AND PHILOSOPHY

MISSION STATEMENT

The mission of the Conewago Valley School District (CVSD) School Counseling Department is to support our school district's educational mission by providing a comprehensive school-counseling program which will prepare each student to reach his or her fullest academic, career, and social-emotional potential, giving equity and access for all students

CORE BELIEFS

- Every child deserves acceptance and respect.
- Positive relationships are vital to a student's success.
- All students can learn and have a right to an education in a safe and positive school environment.
- School, home, students, and community should collaborate.
- Adults have the responsibility to aid in the development of the whole child in the social, emotional, academic, and career domains.
- All students should be prepared to be life-long learners and contributing members of society.

PHILOSOPHY

The CVSD School Counseling Department believes each student has the ability to make positive life choices that contribute to personal growth and self-actualization.

We believe an effective school counseling program should provide counseling, coordinating, and consulting services. Students, family, staff, and community members have an important role in the developmental growth of our students. Resources should be provided for all members of our educational community. Individual, classroom, and group programs should be implemented to engage students in the process of becoming productive citizens.

We believe continuous and comprehensive evaluation of the school counseling program will ensure that the needs of our diverse student population will be met.

3. PROGRAM GOALS

Goal for 2023-2024

Overarching Goal: To Explore the Effectiveness of our SAP Program

How: Each grade band will determine SMART goal regarding SAP services

Measure: Grade bands will monitor progress along goal throughout the year

Plan: Grade bands will report findings at May 10th meeting of Advisory Council

By May of 2024, each building will have implemented their SMART goal plan and will have collected data regarding this goal to report to the Advisory Council.

ELEMENTARY

Our Goal: By May 2024, the grade K-3 SAP team will have educated teachers about the SAP process and possible outcomes (procedures, outcomes, timeline) using the referral system.

How: The SAP team will educate faculty and staff about SAP through a faculty meeting presentation and through sharing informational materials.

Measure: The SAP team will issue a Pre-Test/Post-Test prior to the presentation to gather data regarding the understanding of the SAP process. The post-test will be issued after the presentation to measure the potential growth of knowledge and understanding of the SAP process.

INTERMEDIATE

Our Goal: By May 2024, school counselors will have educated teachers about the process and possible outcomes (procedures, outcomes, timeline) of the Student Assistance Program.

How: School counselors will educate school faculty and staff about SAP through a faculty meeting presentation and through sharing informational materials with faculty and staff.

Measure: School counselors will issue a pre-test prior to the presentation to gather data regarding the understanding of the SAP process. A post-test will be issued after the presentation to measure the potential growth of knowledge and understanding of the SAP process.

MIDDLE SCHOOL

Our Goal: By May 2024, the Middle School School Assistance Program will narrow the focus with case managers by providing data driven documentation to analyze student needs so they can have a focused meeting with their students at least 2x per month.

How: Documents will be provided to case managers to gather student data for needs analysis.

Measure: Case managers will follow a checklist to meet expectations and document meeting dates and times.

HIGH SCHOOL

Our Goal: By June 30, 2024, the grade 9-12 SAP team will enhance the case manager services by meeting with identified students at least 3 times throughout the year.

How: Case managers will be assigned students in which they need to meet at least 3 times throughout the school year.

Measure: Teacher documentation of at least 3 meetings with students, 9-12 SAP liaison review of attendance and grades for each case to monitor for overall improvements in both areas.

Goal for 2022-2023

Our Goal: To increase parental/guardian engagement/involvement through communication regarding school and community resources

How: Each building will determine how to best meet the need of their families

Measure: Number of opportunities of parental/guardian communication

Plan: Each building will establish opportunities for communication

In May 2023, each building level reported on process data on parent communication: platforms used, number of parents reached, feedback, etc.

Goal for 2021-2022

Our Goal: To use data from the PAYS (Pennsylvania Youth Survey) to strengthen our school and community. The Advisory Council will review survey results to determine next steps for School Counseling programming. Concentration will be given to Social/Emotional well being. PAYS surveys will be conducted in October 2021; results will be analyzed in January 2022.

PREVIOUS GOAL (Academic)

Goal for 2020-2021

Our Goal: To monitor student engagement in hybrid learning/online platforms using grades and attendance data and to provide opportunities for students to increase their engagement in academic pursuits.

PREVIOUS GOAL

Academic, Career; Personal/Social

Goal for 2019-2020

Our Goal: *To provide evidence that the School Counseling department is meeting the Social/Emotional needs of students in order to enable students to become competent, confident, and creative builders of the future*

Elementary Grades K-3: Throughout the 2019-2020 academic school year, the Elementary School Counseling Department will introduce select coping skills strategies to recognize and regulate emotions (e.g. positive self-talk, talking to others, taking a break, taking care of oneself, avoiding negative

self-talk).

How: Recognize and reinforce student examples of positive self talk and appropriate coping skills through the use of our school-wide positive behavior program. Display examples of positive self talk and coping skills throughout the building. Provide instructional materials incorporated into classrooms (i.e., center rotations and Career Week activities) and utilize outside resources (Children's Advocacy Center). Present examples of strategies through Core Essential morning announcements.

Measure: SRSS Data, Discipline Records, Attendance Records, teacher referral/feedback

Plan: Share out materials to teachers defining strategies for students to recognize and regulate emotions (following SRSS data review-October and reminders throughout the year). Display posters and student examples throughout the building defining coping skill strategies continuously throughout the school year. Provide instructional materials to be incorporated into classrooms in conjunction with the SRSS data review (October and January) as well as utilize outside resources (i.e., Speak Up Be Safe Lessons: September and February). Present examples via morning announcements daily.

Conewago Valley Intermediate School 4-6: Throughout the 2019-2020 academic school year, the School Counseling Department at CVIS will monitor how many students received services at each Tier of intervention for Social/Emotional needs to see if the number of students reflect the recommended percentages for each Tier per the Response to Intervention model. (Tier 1 = 100%; Tier 2 = 10-15%; Tier 3 = 0-5%)

How: To provide age appropriate services to students at CVIS at each Tier per the social/emotional needs of the students.

Measure: Implementation of services will be measured at each Tier using the following guidelines:

Tier 1: Ensure school-wide guidance curriculum meets all Social/Emotional standards as outlined in the ASCA Mindsets & Behaviors and Career Readiness Standards for Student Success and is administered to 100% of students.

Tier 2: Identify student social/emotional needs and provide appropriate services for these needs. Record the number of students serviced by Tier 2 interventions (group counseling, Check In Check Out) regarding Social/Emotional needs.

Tier 3: Identify student needs and provide access to appropriate services for these needs. Record the number of students serviced by Tier 3 interventions (alternative education classroom/Colonial Academy, School Based counseling services, SAP services, FBA/PBSP).

Plan: For Tier 1, provide a school-wide curriculum to meet framework for Social/Emotional needs per ASCA model. For Tier 2 and Tier 3, use data (grades, discipline, attendance, school-wide screener, etc.) to identify students who need Tier 2 and Tier 3 services. Provide these services to appropriate students. Record number of students being serviced at each level. Compare percent of student body with ASCA model for percentage guidelines (Tier 1 = 100%; Tier 2 = 10-15%; Tier 3 = 0-5%).

New Oxford Middle School 7-8: Throughout the 2019-20 academic school year, the School Counseling Department at NOMS will introduce "Rachel's Challenge" to all students. Rachel's Challenge exists to equip and inspire individuals to replace acts of violence, bullying and negativity with acts of respect, kindness and compassion.

How: The student body will attend a training on January 23, 2020 to introduce the program. A core team of administration and faculty will be recruited to implement the program as a Tier 1 intervention.

Measure: Compare discipline referrals from January 2019 to May 2019 with January 2020 to May 2020. Rachel's Challenges purports the program will result in a decrease in discipline referrals.

Measure: Implementation of services will be measured at each Tier using the following guidelines:

Tier 1: Ensure school-wide guidance curriculum meets all Social/Emotional standards as outlined in the ASCA Mindsets & Behaviors and Career

Readiness Standards for Student Success and is administered to 100% of students.

Tier 2: Identify student social/emotional needs and provide appropriate services for these needs. Record the number of students serviced by Tier 2 interventions (group counseling, Check In Check Out) regarding Social/Emotional needs.

Tier 3: Identify student needs and provide access to appropriate services for these needs. Record the number of students serviced by Tier 3 interventions (alternative education classroom/Laurel Life, School Based counseling services, SAP services, FBA/PBSP).

Plan: The core team will be recruited and trained on January 23, 2020. This training of Rachel's Challenge framework will be provided in January to all students and staff with materials provided.

New Oxford High School 9-12: The High School guidance department as well as the high school administration will work to successfully implement the "Rachel's Challenge" for all high school students.

How: The entire student body will attend a training on January 22nd, 2020 to introduce the program. We will recruit a core team of faculty and students to implement the program as a permanent tier 1 intervention. This year we will work to ensure the training of the faculty and staff members.

Measure: Compare discipline referrals from January 2019 to May 2019 with January 2020 to May 2020. Rachel's Challenges purports the program will result in a decrease in discipline referrals.

Plan: The core team will be recruited and trained during the 2019-2020 school year. Provide training of Rachel's Challenge framework in January to all students and staff. Rachel's Challenge will be implemented from January until the end of the school year.

PREVIOUS GOAL

Goal for 2018-2019

Our Goal: To inform stakeholders of the how Conewago Valley meets the Career Education to Work standards

How: Create Counselors' Corner e-letter, create Imovie, update web pages with information

Measure: Ensure all stakeholders groups have access to information

Plan: Set time line and follow

PREVIOUS GOAL

Goals for 2017-2018

Our Goal: To use the group counseling modality to reach students with academic, personal/social, or career concerns.

How: Select student using data (grades, attendance, discipline and other subjective information)

Measure: Group counseling used at each building level and number of students serviced

Plan: Use data to form groups, run groups, and assess groups

PREVIOUS GOAL

Goals for 2016-2017

Our Goal: Educate families/students on a variety of wellness/mental health topics and provide information and resources.

How: Created and distribute a School Counselor Newsletter via the District Webpage and Email blasts

Measure: Utilize a site counter if possible to track number of hits on the newsletter or Guidance webpages, Administer an end of year survey to assess impact of “Counselor’s Corner.”

Plan: Beginning in November the Department will design a newsletter template that will be posted as a link on the District Webpage and Guidance site. This will also be sent home via email blast. The topics that were discussed for each newsletter are as follows:

November- Study and Homework Tips

December- Building Family Connection

January- Healthy mind/body, Mindfulness

February- Conflict Resolution

March- Self Confidence

April- Test Taking Tips

May- Transition (changing schools, change to summer schedule)

In the newsletter the goal is to define the topic, provide resources, tips, etc.

Other topics that can be utilized for future newsletters include:

Mental health-Breaking down the barriers, Organization skills, Making good choices, Decision making, Forward thinking, Communication skills, Time management, Need for sleep, Healthy habits,

Careers, Financial planning, Coping skills

PREVIOUS GOAL

Goals for 2015-2016 were to improve the home/school connection through better communication and through better utilization of technology:

Created survey and distributed electronically and by paper. (Survey completed)

- Total enrollment in CVSD 3784 K -12
- 602 Responses in fall of 2015 (e-mail and paper)
- 504 Responses in spring of 2016 (e-mail only)
- Short survey/limited response time = ISSUES
- Survey fall/spring (sent to all parents/guardians in CVSD e-mail and paper in the fall)
- Survey data to assess parents/guardians' perceptions of connectedness between school counseling department and home

84% of respondents currently using parent portal

31% Direct phone contact

23% Personal meetings with school counselor

16% Parent evening presentation

2% Referral to community resources

40% Utilize school counseling services

84% Usage of web-based resources

Comfort contacting Guidance Department

- Contact with each home listed with no e-mail:

NOHS	30+
NOMS	17/48
CVIS	11/34
NOE	18/62
CTE	+17
- Increase use of Parent Portal
- Set up appointments to assist parents
- Flyer for portal instructions
- Reminders during meetings and phone calls
- Teach during conferences

Use results to improve communication about all domains.
Survey in May to assess improvements. (Survey Completed)

PREVIOUS GOAL

Goal for 2014-2015 is to improve attendance at all building levels.

Attendance impacts all three domains of school counseling. See chart below for data and annual goal.

Building	Enrollments	# students with ≥10 % absences	% of student body	Goal of 1 % improvement
NOHS	1216	175	14 %	17 students
NOMS	595	42	7 %	6 students
CVIS	860	53	6 %	10 students
NOE	617	17	3 %	12 Students
CTE	531	18	3 %	

4. Stakeholders:

Students - Students are obviously the focus of the school counseling program. The CVSD program is modeled to meet their individual academic, career, personal, and social needs. They are both receivers of our services and active participants in determining the goals set by our programming.

Student benefits

- College and career planning

- Academic support
- Development of interpersonal skills
- Social Emotional learning
- Small group counseling
- Individual counseling
- School-wide guidance curriculum
- Crisis support

Program support from students

- 9th grade mentoring program
- TNT (Peer helper program)
- Peer tutoring
- Advisory Council representatives
- Positive peer pairing
- Homework club
- Life Skills Buddy Program
- Bus Task Force

Parents/guardians - partners in education; they provide resources, opportunities, and support to help their child remain engaged in the educational process.

Parent benefits

- Collaboration
- Consultation
- Community resources connections
- College (post-high school awareness/planning)

Program support from parents/guardians

- Provide feedback on current counseling program
- Provide feedback on ways to improve current program
- Encourage their children to utilize the program
- CVIS BizTown job interviews
- CVIS BizTown field trip parent chaperones
- Parent volunteers
- Career Day
- PTO
- Advisory members

Educators - Administrators, principals, and teachers will actively aid in delivery and support of school counseling programs that foster academic, career, and personal/social standards.

Educator benefits

- Behavior support
- Academic support
- Consultation
- Collaboration
- Small group on requested student needs
- Resource access
- Homework Club

Program support from Educators

- Referrals
- Data Collection
- Program feedback
- Advisory Council member
- School counseling curriculum implementation
- Behavioral/academic plan implementation
- Student mentoring
- Student Assistance Program member
- PBIS program imp

Business/Community – Members of the business community support the school counseling program by providing resources, career advisory, and mentoring programs for our students.

Business/Community benefits

- Student referrals
- Collaboration
- Consultation
- Fundraising for community support

Program support from Business/Community

- Career Day speakers
- Interviewers
- Advisory
- Consultation

- Financial/material donations
- Scholarships

Post-Secondary – Post secondary institutions act as a resource by providing information and guidance to our students about future career opportunities.

Post-secondary benefits

- College awareness
- Career planning
- Interest surveys
- Parent education post-high school planning
- Financial aid student/parent education

Program support from Post-secondary

- Student presentations
- Parent presentations
- College Fairs
- Advisory Council members
- College in the high school opportunities
- Individual student interviews

5. Role of the School Counselor:

It is the responsibility of the CVSD School Counseling Department to provide a comprehensive school counseling program for all students in kindergarten through twelfth grade. School counselors act as leaders, advocates, collaborators, and agents of systemic change to assure that students have the best possible school services to enable them to take advantage of future post-school opportunities. As school leaders, counselors must work with students and all stakeholders to help fulfill the school district's mission. Through counseling students and families on academics, careers, and personal/social needs, school counselors collaborate with teachers and staff to help students work to attain their goals. As student advocates, counselors help students learn how to find and to utilize the resources to achieve success. Gathering and analyzing data to assess what current needs should be addressed is a primary focus of the CVSD School Counseling Department.

As a Leader...

For the Student and the Counseling Program

- Each school year, the school counselors at Conewago Valley School refined the comprehensive K-12 guidance and counseling plan that follows PA's academic standards for career education and work.
- In addition, the school counselors at CVSD will continue to utilize the following career programs: High School and Middle School will utilize websites Nearpod and Educationplanner, Intermediate School will utilize Junior Achievement Biztown program and Elementary School will utilize PAWS in JobLand.
- The School Counselors at CVSD will continue to serve on district level curriculum teams. These teams include the District Curriculum Cabinet, School

Wide Behavior Support Plan, Student Support Teams, and Behavior Support Teams.

As an Advocate...

For the Student and the Counseling Program the K-12, school counselors at CVSD

- Are members of the academic intervention teams.
- Participate in the RTII process, Student Support Team, Grade Level Team Meetings, Pupil Services, and Student Assistance Program.
- Provide support for student learning through behavior plans, academic support, Check In/Check Outs.
- Ensure the academic, personal/social, and career development of all students.
- Collaborate with others within and outside the school to help meet all students' needs.
- Participate in parent teacher conferences, FBAs, IEPs, 504s.

As a Collaborator...

Collaborator for the Student and the Counseling Program

- Provides a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program.
- Offers parents/guardian information to enhance the educational opportunities for students and their families. The School Counselors have resources available to all stakeholders, updated information on their website, and information added to the school newsletter sent home via e-mail at the Elementary level.
- Maintains an open communication style to foster an effective team culture and a sense of community for the school system.
- Serves actively on school leadership teams.
- Will team with staff to provide professional development that enhances student success.
- Collaborates with numerous outside agencies to provide needed resources and services for the students depending on needs.

As an Agent of Systemic Change...

Counselors as Agents of Systemic Change

- Create pro-social programs directed by counselors. Each level participates in Career Day (Grades 3 and 5); Career Fair (Grade 10), and College Fair (Grade 9-12).
- Gather data to support the need for change.
- Disseminate data to find populations with achievement gaps.
- Identifies realistic goals and creates action plans for students in collaboration with teachers and support team.
- Develop intervention strategies through Positive Behavior Support Plans, Functional Behavior Assessments, 504, and Individualized Education Plans.
- Enlist the support of stakeholders.
- Consult with administration to bring about needed program changes.

6. Advisory Council –

The intent of the advisory council is to serve as a link between the school counseling program and the various groups to be served. Representatives of the advisory councils should reflect the diversity of the school/community and should include the following five stakeholder groups: students, parents/guardians, educators/administrators, business/community members, and post-secondary representatives.

Counseling for Career Success Advisory Committee 2023-2024

Stakeholder Group	Member
Parent/Teacher	Jeanne Plotica
Parent/Teacher	Jen Haugh
Student	Allison Horrick
Student	Anna Farmer
Student	Adrian Mann
Student	Lila Patterson
Administration	Autumn Zaminski/Chris Cobb
Administration	Chris Bowman
Administration	Steph Corbin
Administration	Drew Little
Administration	Charlie Trovato
Teacher	Lisa Teal
Teacher	Angel Gibson

Teacher	Matt Cotton
Community Partner	Gina Stanton
Community Partner	Lynneah Smith
Community Partner	Loni Smith
Community Partner	Sami Slusser
Community Partner	Jennifer Smith
Continuing Education	Kimberly Sutton
School Counseling	Becky Wildasin
School Counseling	Laurie Miller
School Counseling	Ale Karkuff
School Counseling	Kelly Kuhn
School Counseling	Shannon Mannino
School Counseling	Allie Evans
School Counseling	Mark Rodrigo
School Counseling	Joe Connolly
School Counseling	Eric Bowden
School Counseling	Lisa Miller
School Counseling	Adrienne Herndon
School Counseling	Abby Reichart
School Counseling	Elizabeth Sanders

7. Program Calendar:

Year Long/ On-Going	<i>Academic</i>	<i>Career</i>	<i>Social</i>	<i>Tier of Intervention (I, II, III)</i>
Individual Counseling	K-12	K-12	K-12	II
FBA/PBSP—Writing, Implementation, Data Collection	K-12		K-12	II
Student Assistance Program Meetings	K-12		K-12	III
Behavior Cards/Check In Check Out	K-12		K-12	II
Behavior Improvement Plans/Positive Behavior Support Plans			K-12	III
Bullying Programs			4-8	I
Homework Club	4-6			II
504 Plans—Writing and Distribution	K-12		K-12	III
New Student Registration/Orientation	K-12	K-12	K-12	I
Parent/Teacher Meetings	K-12	K-12	K-12	I
IEP meetings	K-12	K-12	K-12	III
Crisis Response			K-12	III
Involvement of Children and Youth			K-12	III
Liaison for Outside Placements	K-12		K-12	III
Referrals to Counseling and Outside Agencies			K-12	III
Professional Development	K-12	K-12	K-12	I
Maintain Guidance Website	K-12	K-12	K-12	I
Home Visits	K-12		K-12	III
Guidance/Administration	K-12		K-12	I

Meetings				
Failure/At-Risk List Creation	K-12			I
Lunch Duty			9-12	I
Building Improvement Team Meetings	7-8			I
Team Meetings	7- 9		7-9	I
Support Groups	7-8		K-8	II
School Wide Positive Behavior Team	K-12		K-12	I
Professional Development	K-12	K-12	K-12	I
Behavior Support Team Meetings	K-12	K-12	K-12	III
Building Level Intervention Meetings	K-3		K-3	II
Grade Level Intervention Meetings	K-12			II
Student Success Team	9-12	9-12	9-12	I
Advisor/Advisee Program	9-12	9-12	9-12	I
Mentor/Mentee Program	9	9	9	I
School Based Counseling Referrals			K-12	III
Pack Pals Food Program			K-12	III
Behavior Support Team			4-6	II
Buddies LSS Program			4-6	II

August	Academic	Career	Social	Tier of Intervention (I,II,III)
Class Placement	4-12			I
New Student Registration	4-12	4-12	4-12	I
Character Counts Curriculum	4	4	4	I
5th Grade Guidance Curriculum	5	5	5	I
JA BizTown Curriculum		6		I
Orientation/Back to School Night	K-12		K-12	I
School-wide Positive Behavior	K-12	K-12	K-12	I

Lessons				
Summer Mentoring	4-6			III
Mentor/Mentee Training	11-12		11-12	III
Colonial Academy Lessons	4-6		4-6	III
New Student Group	K-6		K-6	II
SEL Lessons	K-8	K-8	K-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Cultural Group/Cultural Mentoring	4-6	4-6	4-6	II
Digital Citizenship			K-3; 7-8	I
Counselor Intro Lessons			K-8	I
September	Academic	Career	Social	Tier of Intervention (I,II,III)
JA Biztown Curriculum		6		I
Character Counts Curriculum		4	4	I
5th Grade Guidance Curriculum	5	5	5	I
Bullying Lessons			4-8	I
Grade-level meetings	7-12	7-12	7-12	I
Senior individual interviews	12	12		I
Post-high school planning for seniors/parents presentation	12	12		I
Support/ Psychoeducational Groups	K-8		K-8	II
College Fair	9-12	9-12		I
LSS Social Skills Lessons			K-12	III
Colonial Academy Lessons	4-6		4-6	III
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Needs Assessment (Teachers and/or Parents)	K-3	K-3	K-3	I
Social Emotional Activity/Advisor Advisee			9-12	I
Cultural Group/Cultural	4-6	4-6	4-6	III

Mentoring				
Digital Citizenship			K-8	I
School Counseling Classroom Lessons	K-8	K-8	K-8	I
Safety Matters Lessons			K-6	I
October	Academic	Career	Social	Tier Level (I,II,III)
Progress Reports	4-12			I
JA BizTown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
Support/Psychoeducational Groups	K-8	7-8	K-8	II
School Counseling Classroom Lessons	K-8	K-8	K-8	I
PAYS Survey-every two years (reviewed every year)			6,8,10,12	I
PSAT	10-11			II
SAT	11-12			II
ASVAB	10-12	10-12		II
Freshmen individual interviews	9	9	9	I
HOB	10	10	10	III
Senior DAR	12	12	12	III
Scholarships	9-12			II
Transcripts	12			II
Staff development	K-12	K-12	K-12	I
Mentor/Mentee Program	9	9	9	I
College Fair	9-12	9-12	9-12	I
LSS Social Skills Lessons			4-12	III
Charitable Assistance			K-3	III
Parent Teacher Conferences/Open House	9-12	9-12	9-12	I
FAFSA	12	12		III
Colonial Academy Lessons	4-6		4-6	III
Buddies Program with LSS			4-8	III

Administer/Review Data from Social/Emotional Screener SRSS-I/E			K-6	I
SEL Lessons	K-8	K-8	K-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III
Digital Citizenship			K-12	I
November	Academic	Career	Social	Tier Level (I,II,III)
Charitable Assistance			K-6	III
Support Groups			K-6	II
JA STEM Program		9		I
JA BizTown Curriculum		6		I
Report Cards	4-12			I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
Parent Teacher Conferences	K-8	K-8	K-8	II
Support/Psychoeducational Groups	K-8		K-8	II
Report Cards	K-12	K-12	K-12	I
LSS Social Skills Lessons			4-12	III
Colonial Academy Lessons	4-6		4-6	III
SAT	11-12			II
College Fair	11-12	11-12		I
SEL Lessons	K-8	K-8	K-8	I
School Counseling Classroom Lessons	K-4 6-8	K-4 6-8	K-4 6-8	I
Social Emotional Activity/Advisor Advisee			9-12	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III

Digital Citizenship			K-8	I
Strengthening Families Program			4-6	III
December	Academic	Career	Social	Tier Level (I,II,III)
Progress Reports	4-6,7-8			I
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
Charitable Assistance	K-3		K-8	III
Support/Psychoeducational Groups	K-6		K-8	II
PSAT Results returned	10-11	10-11	10-11	II
HS Course Selections	8			I
Career Counseling		7,8		I
LSS Social Skills Lessons		7,8	4-12	III
Tech Prep Assembly		10		I
SAT	11-12			II
Colonial Academy Lessons	4-6		4-6	III
SEL Lessons	K-8	K-8	K-8	I
School Counseling Classroom Lessons	K-4 6-8	K-4 6-8	K-4 6-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Digital Citizenship			K-12	I
Strengthening Families Program			4-6	III
January	Academic	Career	Social	Tier Level (I,II,III)
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
Support/Psychoeducational Groups	K-8		K-8	II
Parent Teacher Conferences	K-3		K-3	I
Scheduling Fair	8, 9-11	8, 9-11		I
Report Cards	7-12			I

HS Course Selections	8, 9-11			I
Classroom Scheduling Presentations	9-11	9-11		I
Semester 1 Rescheduling	9-12			I
LSS Social Skills Lessons			7-12	III
Colonial Academy Lessons	4-6		4-6	III
Administer/Review Data from Social/Emotional Screener SRSS-I/E			K-6	I
School Counseling Classroom Lessons	K-4 6-8	K-4 6-8	K-4 6-8	I
SEL Lessons	K-8	K-8	K-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Digital Citizenship			K-8	I
Cultural Group	4-6	4-6	4-6	III
Strengthening Families Program			4-6	III
February	Academic	Career	Social	Tier Level (I,II,III)
Progress Reports	4-6, 7-8, 9-12			I
Military Fair	11-12	11-12		II
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Social Emotional Activity/Advisor Advisee			9-12	I
Support/Psychoeducational Groups			4-8	II
Teacher Recommendations	8-11	8-11		II
Character Counts Curriculum		4	4	I
Build schedule for new school year	7-12			I
Junior Individual Interviews	11	11	11	I
LSS Social Skills Lessons			4-12	III
GPA Calculation	9-12			I
Colonial Academy Lessons	4-6		4-6	III
SEL Lessons	K-8	K-8	K-8	I

School Counseling Classroom Lessons	K-4 6-8	K-4 6-8	K-4 6-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Digital Citizenship			K-8	I
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III
March	Academic	Career	Social	Tier Level (I,II,III)
Mock Interviews	11	11		I
Keystone score review	9-12			I
PSSA Testing	3-8			I
Report Cards	4-12			I
10 th Grade Career Fair		10		I
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
In-service	K-12	K-12		I
Social Emotional Activity/Advisor Advisee			9-12	I
LSS Social Skills Lessons			4-12	III
SAT	11-12			II
Parent Teacher Conferences	7-12			I
Career Day		K-3		I
Colonial Academy Lessons	4-6		4-6	III
Build Schedule for new school year	7-12			I
Support/Psychoeducational Groups	4-6		4-8	II
SEL Lessons	K-8	K-8	K-8	I
School Counseling Classroom Lessons	K-3 4-6 7-8	K-3 4-6 7-8	K-3 4-6 7-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II

Digital Citizenship - Advisor/Advisee			K-12	I
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III
April	Academic	Career	Social	Tier Level (I,II,III)
PSSA Testing	3-8			I
Progress Reports	4-12			I
Social Emotional Activity/Advisor Advisee			9-12	I
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum			4	I
Support/Psychoeducational Groups	4-6		4-6	II
Sophomore Individual Interviews	10	10	10	I
LSS Social Skills Lessons			4-12	III
Colonial Academy Lessons	4-6		4-6	III
11th Grade ESSA Career Evidence		11		I
SEL Lessons	K-8	K-8	K-8	I
School Counseling Classroom Lessons	K-3 4-6 7-8	K-3 4-6 7-8	K-3 4-6 7-8	I
Attendance Monitoring	K-12	K-12	K-12	I
Connections/Lunch Bunch	K-6	K-6	K-6	II
Digital Citizenship - Advisor/Advisee			K-12	I
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III
May	Academic	Career	Social	Tier Level (I,II,III)
Career Day		5		I
Career Fair	9-12	9-12		I
JA Day	5	5	5	I
JA Biztown Curriculum		6		I
5th Grade Guidance Curriculum	5	5	5	I

AP Testing	9-12			I
Teacher Recommendations	7-8			I
Character Counts Curriculum		4	4	I
Academic Awards	7-12			II
Keystone Testing	8-12			I
SAT	11-12			II
LSS Social Skills Lessons			4-12	III
Colonial Academy Lessons	4-6		4-6	III
Support/Psychoeducational Groups	4-6		4-8	II
Administer/Review Data from Social/Emotional Screener SRSS-I/E			K-6	I
SEL Lessons	K-8	K-8	K-8	I
School Counseling Classroom Lessons	K-3	K-3	K-3	I
	4-6	4-6	4-6	
	7-8	7-8	7-8	
Attendance Monitoring	K-12	K-12	K-12	II
Connections/Lunch Bunch	K-6	K-6	K-6	II
Digital Citizenship			K-8	I
Cultural Group/Cultural Mentorship	4-6	4-6	4-6	III
June	Academic	Career	Social	Tier Level (I,II,III)
Final Transcripts	12			II
Report Cards	K-12			I
JA Biztown Curriculum			6	I
5th Grade Guidance Curriculum	5	5	5	I
Character Counts Curriculum		4	4	I
Transition Meetings	4-8	4-6	7-8	I
GPA Calculation	9-12			I
Colonial Academy Lessons	4-6		4-6	III
SAP State Reporting			K-12	II
Summer Mentoring			4-6	III

July	Academic	Career	Social	Tier Level (I,II,III)
Class Placements	4-6			I
Student Placements	7-8		7-8	I
Keystone Score Review	9-12			I
Summer Mentoring			4-6	III

8. Program Delivery:

Elementary Level: (Kindergarten- Third Grade)

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students.	Prevention, Intervention and Responsive Services Addresses students' and parents' immediate concerns	Individual Student Planning Assists students 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 in everyday life.	Purpose Prevention and intervention	Purpose Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic Assist with Standardized Testing (PSSA), Universal Assessments, Intervention Groups, Classroom Lessons	Academic Any immediate academic concerns (Student Support Team, Intervention Team, 504 Plans), Intervention Groups, Classroom Lessons	Academic Any immediate academic concerns (Student Support Team, Intervention Team, 504 Plans)	

Career Career Awareness Preparation Lessons	Career Entrepreneur Day Presentations	Career Career Folder evidence	Total Program Professional Development- Act 48 hours Advisory Council- Guidance Department Chair meets with Advisory Committee approximately every other month Action Plans- BST, FBA/PBSP, 504 Plans Program Management- Students needing services are identified through but not limited to: attendance, bus referral, discipline referrals, academic records, family demographics, parent referrals, BST goals, Reading Recovery, Title 1 Reading, psychological reference/placement, beginning and end of year assessments, Conner's Checklist, retentions, and observations School-Counseling Calendar- includes professional development time and In-Service days set by the Assistant Superintendent Program evaluation- conduct yearly surveys distributed to faculty, parents, or students (see appendix) Consultation with Staff – BST referrals(Academic and Behavioral) Community Outreach- CYS, Migrant Education, school affiliated doctor and dentist, Public Relations- Articles placed in school newsletter, Seesaw Announcements Committee Memberships- School Improvement Team, Behavior Support Team, Attendance Improvement Team Technology- Daily use in classrooms, parent presentations and through maintaining an accurate website with various important links for students, parents, and community Counselor Role <ul style="list-style-type: none"> o Develop/manage/evaluate program o Coordination o Develop relationships and partnerships Consultation/Collaboration
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Personal/Social Guidance/Support Groups, Classroom Lessons. SAP Team Meetings	Personal/Social Counseling- Guidance/Support Groups, Classroom lessons Consultation- release of records request(past schools, doctors, counseling agencies, etc.) Collaboration- Administrator involvement, school psychologist, teacher, parent communication, School Orientation, seek out grant funding opportunities Case Management- BST, Behavior Plans, school/home communication, home visits, data collection, Parent/Teacher conferences, progress monitoring Referrals- CYS, Extra-Curricular offerings- Good News Club, YMCA Gymnastics/swimming, Bowling program	Personal/Social Individual counseling, BST Behavioral referrals, FBA/PBSP, SBT via TrueNorth, SAP Team Meetings	
Counselor Role o Assist with school counseling curriculum	Counselor Role o Individual counseling o Group counseling	Counselor Role o Assessment o Planning	

implementation o Assist with assessment administration o Classroom lessons or structured groups o Consultation and collaboration o SAP Team Lead	o Class meetings o Referral/Case Management o Consultation/Collaboration o Student Support Team Intervention Team	o Referral Consultation/Collaboration	
Recommended Time 35%-45%	Recommended Time 30%-40%	Recommended Time 5%-10%	Recommended Time 10%-15%
Estimated Actual Time: 40-50% (Data tracked Sept. 2023)	Estimated Actual Time: 20-30%	Estimated Actual Time: 10%-20%	Estimated Actual Time: 15-20%

Intermediate Level (grades 4 through 6)

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students 4 - 6.	Prevention, Intervention and Responsive Services Addresses students' and parents' immediate concerns	Individual Student Planning Assists students in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose Student awareness, age appropriate skill development and application of skills needed in everyday life.	Purpose Prevention and intervention	Purpose Individual student academic and career planning, decision making, goal setting and preparing for academic	Purpose Program delivery and support

		transitions.	
Academic <ul style="list-style-type: none"> o Effective learning in school and becoming a life-long learner (Grade 4-6 guidance lessons). o Develop appropriate life skills for school success (Grade 4-6 guidance lessons; Support groups for grades 4, 5, 6) o Relationship of academics, work, family and community (Parent Information Nights, Parent conferences) 	Academic <ul style="list-style-type: none"> o Any immediate academic concerns (Homework Club; CI/CO Cards; Parent Conferences; SST referrals) o School-related concerns including attendance, discipline, drop-out prevention, etc. (Student Support Team; FBA/PBSP; Colonial Academy referrals; Parent conferences; Community Agency referrals) 	Academic <ul style="list-style-type: none"> o Facilitation and/or interpretation of assessment data (Student Support team; Acadience; Tiers of academic intervention) o Assists in understanding academic strengths related to career awareness and exploration. (Grade 4-6 guidance lessons) o Facilitation of parent conferences to address academic concerns o Development of an educational plan (SST participant in goal planning and implementation). o Awareness of student personal behaviors affecting academic success (Grade 4-6 guidance lessons). o Referrals to Homework club o 504 plan creation and implementation 	Total Program <ul style="list-style-type: none"> o School counselor professional development (District In-services) o Advocacy and public relations for comprehensive school counseling programs o Develop character education plan and scope for all students (Gr. 4 and Gr. 5 Guidance Curriculum; School Wide Anti-Bullying Program) o Program planning and development (Annual Review) o Implement bullying prevention programs and strategies (Incident Reports, Policy Poster, School Wide In-Service for Staff, Lessons for Student) o Maintenance of school counseling calendar of events and department website o Evaluation and assessment of comprehensive school counseling program and student results o Participation in district strategic planning o Integration of ASCA and CEW standards across curriculum o Encourage and develop increased parent involvement in education (Parent Presentations; Skyward portal; Personal contact; SST meetings; Parent/Teacher conferences) o Collaboration and instructing on age-appropriate issues with administration, staff and community (Parenting workshops; Consultations) o Practices based on research (FBA/PBSP) o Community outreach and involvement (Collaborating for Youth, Adams co.; TrueNorth School Based programming) o Data analysis and related action plans (SST; BST; SWPBS data; FBA/PBSP)

<p>Career</p> <ul style="list-style-type: none"> o Investigate the world of work to make informed decisions and to achieve future goals (Grade 4-6 guidance lessons; Career Day - Gr. 5) o Identify relationship between personal qualities, education, training and work (Grade 4 and 6 guidance lessons; Career Day - Gr. 5) 	<p>Career</p> <p>Meet interests for career exploration through exposure to career awareness activities (Career Day/Career Exploration Unit - Gr. 5; Guidance Lessons-Gr. 4-6)</p>	<p>Career</p> <ul style="list-style-type: none"> o Utilize career information resources in school and community (Gr. 5 Career Day) o Explore career clusters (Gr. 4-6 guidance curriculum) o Build student awareness of their skills and talents(Gr. 4 and 5 guidance curriculum) o Explore personal interests and skills related to occupation clusters (Gr. 4-6 guidance curriculum) o Explore self knowledge related to career options (Gr. 4-6 guidance curriculum) 	
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<p>Personal/Social</p> <ul style="list-style-type: none"> o Interpersonal skills to respect self and others (Anti-bullying School wide Program; Individual, SAP, School Based counseling; Student support Team; FBA/PBSP) o Decision making, setting goals and taking action to achieve goals (Student support Team; FBA/PBSP) o Understanding everyday safety/survival skills (Individual counseling; Community Referrals) 	<p>Personal/Social</p> <ul style="list-style-type: none"> o Peer Interactions (Anti-bullying School Wide Program) o Crisis response (Community Referral) o Bullying prevention (Anti-bullying School Wide Program) o Grief, loss and death (Individual and Group Counseling; Community Referral) o School refusal/avoidance (ACCYS Referral; Colonial Academy; Referral; Student Support Team) o Family issues (Community Referral) o Coping with stress/anxiety (Individual and Group counseling) o Divorce and family changes (Individual and Group Counseling; Community Referral) o Social development o Child abuse and related issues (ACCYS Referral; Childline) o Referral plan o Contact and develop relationships with community resources o Teaching of Social Skills Lessons in the Colonial Academy 	<p>Personal/Social</p> <ul style="list-style-type: none"> o Skills and competencies related to student success (Individual counseling; Parent consultation; Support Groups such as, Divorce, Friendship, and Friendship, Anger Management) o Identification of strategies to support individual student concerns (FBA/PBSP; CI/CO behavior cards; 504 Plans; SAP; BST) 	
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	<ul style="list-style-type: none"> o Suicide Awareness and Prevention (Community Referral; Parent Consultation) o Digital Citizenship Lessons o Coordination of Safety Matters Lessons 		
Counselor Role <ul style="list-style-type: none"> o School Counseling Curriculum implementation o Classroom guidance lessons (Gr. 4-6) o Structured groups o Consultation and collaboration o Student Support Team 	Counselor Role <ul style="list-style-type: none"> o Individual counseling o Group counseling o Referrals o Consultation/Collaboration o Student Support Team o Behavioral Support Team o SAP 	Counselor Role <ul style="list-style-type: none"> o Assessment o Planning o Placement o Consultation/Collaboration 	Counselor Role <ul style="list-style-type: none"> o Develop and manage program o Coordination o Develop relationships and partnerships o Consultation/Collaboration
Recommended Time 35%-45%	Recommended Time 30%-40%	Recommended Time 5%-10%	Recommended Time 10%-15%
Estimated Actual Time: 43% Time Tracked in September 2023	Estimated Actual Time: 55%	Estimated Actual Time: 2%	Estimated Actual Time: Done Outside of Work Hours

Middle School Level (grades 7 and 8)

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students 7-8.	Preventive, Intervention and Responsive Services Addresses students' immediate concerns	Individual Student Planning Assists students 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 in everyday life.	Purpose Prevention and intervention	Purpose Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic <ul style="list-style-type: none"> o Effective learning in school and across the life span o Academic preparation for post-secondary options o Relationship of academics, work, family and community 	Academic <ul style="list-style-type: none"> o Any immediate academic concerns o Progress monitoring o Honor roll o PSSA Preparation o Teacher/Team meetings o Student Support Team o FBA/PBSP o WIT Support o 504 Plans o Behavior Intervention Plans o Laurel Life o CHARGE 	Academic <ul style="list-style-type: none"> o Facilitation and/or interpretation of assessment data o Academic preparation essential for post-secondary options o Understanding academic strengths related to careers o Appropriate course selection o Development of an educational plan 	Total Program <ul style="list-style-type: none"> o School counselor professional development o Advocacy and public relations for comprehensive school counseling programs o Program planning and development o Evaluation and assessment of comprehensive school counseling program and student results o Participation in district strategic planning o Integration of ASCA and CEW standards across curriculum o Encourage and develop increased parent involvement in education o Collaboration and instructing on age-appropriate issues with administration, staff and community o Practices based on research o Community outreach and involvement o Implement bullying prevention program and strategies o Maintenance of school counseling calendar of events and department website o Data analysis and related action plans

Career <ul style="list-style-type: none"> o Identify relationship between personal qualities, education, training and work o Course selections based on career interest survey 	Career <ul style="list-style-type: none"> o Career survey that explores interests related to course selections 	Career <ul style="list-style-type: none"> o Complete interest and skill inventories o Complete career searches o Explore self-knowledge related to career choices o Select appropriate courses and programs of study 	
Personal/Social <ul style="list-style-type: none"> o Interpersonal skills to respect self and others o Decision making, setting goals and taking action to achieve goals o Understanding everyday safety/survival skills o Bullying intervention and character building 	Personal/Social <ul style="list-style-type: none"> o Relationship concerns o Crisis response o Bullying prevention and preventing/addressing unlawful harassment o Grief, loss and death o School refusal/avoidance o SAP o Family issues o Attendance issues o Coping with stress o Legal issues (probation, arrest, incarceration) o FBA/PBSP o Child abuse and related issues o Contact and develop 	Personal/Social <ul style="list-style-type: none"> o Skills and competencies related to student success o Personal interest inventory 	

	relationships with community resources		
Counselor Role <ul style="list-style-type: none"> o School counseling curriculum implementation o Classroom or structured groups o Consultation and collaboration 	Counselor Role <ul style="list-style-type: none"> o Individual counseling o Group counseling o Referral to outside agencies o Consultation/Collaboration o SAP team o Behavior Intervention Plans 	Counselor Role <ul style="list-style-type: none"> o Assessment o Planning o Placement o Consultation/Collaboration 	Counselor Role <ul style="list-style-type: none"> o Develop and manage program o Coordination o Develop relationships and partnerships o Consultation/Collaboration
Recommended Time: 25%-35%	Recommended Time: 15%-25%	Recommended Time: 5%-10%	Recommended Time: 10%-15%
Estimated Actual Time: 38% Time Tracked in September 2023	Estimated Actual Time: 38%	Estimated Actual Time: 12%	Estimated Actual Time: 12%

High School Level (grades 9 through 12)

School Counseling Curriculum Provides developmental, comprehensive school counseling program content in a systematic way to all students 9-12.	Responsive Services Addresses students' and parents' immediate concerns.	Individual Student Planning Assists students 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 in everyday life.	Purpose Prevention and intervention	Purpose Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic <ul style="list-style-type: none"> o Effective learning in school and to become a life-long learner o Academic preparation for post-secondary options (CHS courses, SAT prep) o Relationship of academics, work, family, and community (Freshmen Mentoring) 	Academic <ul style="list-style-type: none"> o Any immediate academic concerns (Advisory, Credit Recovery, CVOA, Peer Tutoring) o School-related concerns including attendance, discipline, drop-out prevention, etc. (Advisory, CVOA, Credit Recovery, YAA, CYS, SAP, SST, FBA, PBSP) 	Academic <ul style="list-style-type: none"> o Facilitation and/or interpretation of assessment data (SST, MTSS) o Academic preparation essential for post-secondary options o Understanding academic strengths related to careers o Appropriate course selection (teacher recommendations) o Development of an graduation plan (Grade 9-12 annual interviews) o Development of a career portfolio o Development of a post-secondary plan (Grade 11 & 12 annual 	Total Program <ul style="list-style-type: none"> o School counselor professional development (PHEAA, College Board, PASSHE, Act 158) o Advocacy and public relations for comprehensive school counseling programs o Advisory committee o Program planning and development (annual review) o Evaluation and assessment of comprehensive school counseling program and student results (student needs assessments, school profile, Senior exit survey, annual survey of a population) o Participation in district strategic planning <ul style="list-style-type: none"> * Integration of ASCA and CEW standards across curriculum o Encourage and develop increased parent involvement in education (Parent presentations, Skyward Portal, Schoology

		interview)	
Career <ul style="list-style-type: none"> o Investigate the world of work to make informed decisions and to achieve future goals (Grade 9 presentation) o Identify relationship between personal qualities, education, training and work (Grade 9 Career project) 	Career <ul style="list-style-type: none"> o Meet interests for career exploration through job shadowing, career speakers, post-secondary representatives, etc. (Grade 9 STEM Summit, Grade 10 Career Fair, college representatives, college fairs, Grade 11 Career Shadowing experience) 	Career <ul style="list-style-type: none"> o Utilize career information resources in school and community, explore career clusters, complete interest and skill inventories, complete career searches, explore self knowledge related to career choices (Grade 9 Career project) o Select appropriate courses and programs of study (Career Pathways, Scheduling Fair, Grades 9-12) o Explore careers through job shadowing and/or internships (Grade 11 Career Shadowing experience, Grade 10 Graduation Project) o Develop career portfolio (Grades 9 – 12 Graduation Project) o 	<ul style="list-style-type: none"> access, website, virtual office, personal contact, SST, Truancy Elimination Plan, Parent/Teacher Conferences) o Collaboration and instructing on age-appropriate issues with administration, staff, and community o Practices based on research (Choice Theory, CBT, PBSP) o Community outreach and involvement (BB/BS, BEP, Collaborating for Youth, Suicide Prevention Committee, Healthy Adams Co, Adams Co. Counselors) o Implement bullying prevention program and strategies (Incident reports, policy poster, mediation, Advisory Lessons) o Maintenance of school counseling calendar of events, department website, and virtual office o Data analysis and related action plans (SST, informal behavior plans, FBA, PBSP, AIP)
Personal/Social <ul style="list-style-type: none"> o Interpersonal skills to respect self and others (Advisory Lessons, Anti-bullying policy, Individual and SAP counseling, Freshmen Mentoring) o Decision making, setting goals and taking action to achieve goals (Advisory Lessons, course 	Personal/Social <ul style="list-style-type: none"> o Relationship concerns (mediation, individual meetings) o Crisis response (Threat assessments, 	Personal/Social <ul style="list-style-type: none"> o Skills and competencies related to student success (Advisory lessons, annual student interview, Parent/Student Consultation) 	

<p>selections, annual personal interviews, Freshmen Mentoring)</p> <ul style="list-style-type: none"> o Understanding everyday safety/survival skills (Advisory Lessons, outside resource referral) 	<p>outside referral)</p> <ul style="list-style-type: none"> o Bullying prevention and preventing/addressing unlawful harassment (Incident report form, Advisory Lessons) o Grief, loss and death (individual meetings, outside referral) o Substance abuse (SAP) o School refusal/avoidance(credit recovery, Truancy Elimination Plan, SST) o Family issues (CYS) o Coping with stress (SAP, Advisory Lessons) o Suicide awareness/prevention (outside referral, parent consultation, Advisory Lessons) o Divorce and family changes (individual counseling and 		
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	<ul style="list-style-type: none"> outside referrals) o Legal issues (probation, drug task force, local police, district magistrate) o Child abuse and related issues (CYS, Child Line) o Referral plan (incident reports, SAP process, SST process, AIP, Family Decision Making) o Contact and develop relationships with community resources 		
Counselor Role <ul style="list-style-type: none"> o School counseling curriculum implementation o Classroom or structured groups o Consultation and collaboration 	Counselor Role <ul style="list-style-type: none"> o Individual counseling o Group counseling o Class meetings o Student Success Team Referral o Consultation/Collaboration o SAP team o PBIS team o Advisory Lessons 	Counselor Role <ul style="list-style-type: none"> o Assessment o Planning o Placement o Consultation/Collaboration 	Counselor Role <ul style="list-style-type: none"> o Develop, manage, and assess programing o Coordination o Develop relationships and partnerships o Consultation/Collaboration
Recommended Time: 15%-25%	Recommended Time: 25%-35%	Recommended Time: 25%-35%	Recommended Time: 15%-20%

Estimated Actual Time: 16% counselors Time Tracked in September 2023	Estimated Actual Time: 32% counselors	Estimated Actual Time: 30% counselors	Estimated Actual Time: 19% counselors
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9. Organizing Career/Postsecondary Resources

Resource Types	List Resources
Organizations/Agencies	Adams County Business Education Partnership, Junior Achievement, Lincoln Intermediate Unit (LIU), New Hope Ministries, YWCA, Childrens' Advocacy Center
Intermediary Organizations	
Umbrella Organizations	Chamber of Commerce, Adams County Builders Association
Community/State Agencies	HACC, York College, True North Wellness Services, Collaborating for Youth
Networking Opportunities	Adams County Business Education Partnership
Individual Contacts	Individual contacts are listed on the "partner wall" in the high school guidance office
Community/Business Meetings	Adams County Counselors, Hanover Area Chamber of Commerce (Educator and Bus Development subgroups along with Full Partner Meetings), Conewago Valley-Gettysburg Rotary Club, Business Education Partnership
Community Events	College Fair, Parent nights, Family Fun nights, HS Parent presentation nights, Health Care Career Day, Family Carnival (May Fair), Skills USA Competitions
Online/Other Publications	pacareerstandards.com, onetcenter.org, mynextmove.com, collegeboard.org, bls.org
Internet Based Links	
Media/Advertising	Gettysburg Times, The Evening Sun, CVSD district website/Counselors' Corner
Publications/Documents	Gettysburg Times Career Publication, District Newsletter

10. Individualized Academic/Career Plan: Tier I

13.1.3 Career Awareness and Preparation

A. Recognize that individuals have unique interests.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	K-3	Entrepreneur Day	Guidance Curriculum, Community Businesses	School counselor and community volunteers
Guidance	Spring	K-3	K Career Lesson 1st Grade Career Lesson 2nd Grade Career Lesson 3rd Grad Career Lesson	Guidance Curriculum	School counselor

13.1.5 Career Awareness and Preparation

A. Describe the impact of individual interests and abilities on career choices.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	August	4	Classroom Lesson: Introduction to Guidance	Guidance Curriculum	School Counselor
Guidance	August	5	Classroom Lesson: Introduction to Guidance	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Responsibility (Group)	Guidance Curriculum	School Counselor
Guidance	December	4	Classroom Lesson: Acceptance of Uniqueness	Guidance Curriculum	School Counselor
Guidance	December	4	Classroom Lesson: Appreciation of Individuality	Guidance Curriculum	School Counselor
Guidance	January	5	Classroom Lesson: Job Awareness	Guidance Curriculum	School Counselor

Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation**A. Relate career to individual interests, abilities, and aptitudes.**

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	7	Interest Inventory	Mynextmove.com	School Counselors
Guidance	Yearly	8	Career Choices	Myers-Briggs Personality Test	School Counselor
Guidance	August	6	BizTown Classroom Lesson - Community (Unit 1 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor

13.1.11 Career Awareness and Preparation**A. Relate careers to individual interests, abilities, and aptitudes.**

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	9-12	Individual Interview	Various	School Counselor
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum, Advisory Curriculum	Personal Finance teacher, Advisor

13.1.3 Career Awareness and Preparation B. Identify current personal interests.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	K-3	Career Week	Guidance Curriculum Community Businesses	School counselor and community volunteers
Guidance	Spring	K-3	K Career Lesson 1st Grade Career Lesson 2nd Grade Career Lesson 3rd Grad Career Lesson	Guidance Curriculum	School counselor

13.1.5 Career Awareness and Preparation B. Describe the impact of personal interests and abilities on career choices

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	November	4	Classroom Lesson: Group Responsibility	Guidance Curriculum	School Counselor
Guidance	December	4	Classroom Lesson: Acceptance of Uniqueness	Guidance Curriculum	School Counselor
Guidance	February	4	Classroom Lesson: Self-Knowledge	Guidance Curriculum	School Counselor

Guidance	February	4	Classroom Lesson: Work habits, environment and personal preferences	Guidance Curriculum	School Counselor
Guidance	March	5	Classroom Lesson: Identity/Self-Awareness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation B. Relate careers to personal interests, abilities, and aptitudes.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	8	Interest Inventory	Educationplanner.org	School Counselor
Guidance	August	6	BizTown Classroom Lesson - Community (Unit 1 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor

13.1.11 Career Awareness and Preparation B. Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher
Guidance	Yearly	8	Career Choices	Myers-Briggs Personality Test	School Counselor

13.1.3 Career Awareness and Preparation C. Recognize the roles of individuals at home, in the workplace and in the community are constantly changing.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	K-3	Ourselves Our Families Our Community Our City	Junior Achievement	Junior Achievement volunteers
Guidance	Spring	K-3	K Career Lesson 1st Grade Career Lesson 2nd Grade Career Lesson 3rd Grad Career Lesson	Guidance Curriculum	School counselor

13.1.5 Career Awareness and Preparation C. Relate the impact of change of both traditional and nontraditional careers.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	December	4	Classroom Lesson: Acceptance of Uniqueness	Guidance Curriculum	School Counselor
Guidance	December	4	Classroom Lesson: Job Awareness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson:	Guidance Curriculum	School Counselor

			Career Clusters		
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.1.8 Career Awareness and Preparation C. Explain how both traditional and nontraditional careers offer or hinder career opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	7	Interest Inventory	Mynextmove.com	School Counselor
Guidance	Yearly	8	Career Choices	Myers-Briggs Personality Test	School Counselor

13.1.11 Career Awareness and Preparation C. Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall & Spring	11	Career Exploration	Packets, Community Resources, Advisory curriculum	Advisory Teachers & Guidance Department

13.1.3 Career Awareness and Preparation D. Identify the range of jobs available in the community.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	K-3	Ourselves Our Families Our Community Our City	Junior Achievement	Junior Achievement volunteers
Guidance	Spring	K-3	K Career Lesson 1st Grade Career Lesson	Guidance Curriculum	School counselor

			2nd Grade Career Lesson 3rd Grad Career Lesson		
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13.1.5 Career Awareness and Preparation D. Describe the range of career training programs in the community.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	February	4	Classroom Lesson: Work habits, environment and personal preferences	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Career Research	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation D. Explain the relationship of career training programs to employment opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	8	Course Selections	Teacher Recommendations	School Counselors (HS & MS)
Guidance	October/April	8	ABC Keystone Construction Wars	Interactive construction workshops	ABC Construction-skilled tradesman

13.1.11 Career Awareness and Preparation D. Evaluate school-based opportunities for career awareness/preparation.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	March	10	Career Fair	Community Resources	Guidance Department
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.1.3 Career Awareness and Preparation E. Describe the work done by school personnel and other individuals in the community.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	K-3	Ourselves Our Families Our Community Our City	Junior Achievement	Junior Achievement volunteers
Guidance	Spring	K-3	Career Week	Guidance Curriculum Community Businesses	School counselor and community volunteers

13.1.5 Career Awareness and Preparation E. Describe the factors that influence career choices.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	November	4	Classroom Lesson: Group Responsibility	Guidance Curriculum	School Counselor
Guidance	December	4	Classroom Lesson: Acceptance of Uniqueness	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Work habits, environment and personal preferences	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Career Research	Guidance Curriculum	School Counselor

Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation E. Analyze the economic factors that impact employment opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	7	Interest Inventory	Mynextmove.com	School Counselor
Guidance	August	6	BizTown Classroom Lesson - Community (Unit 1 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Jobs (Unit 3 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Paychecks (Unit 3 - Lesson 9)	Junior Achievement BizTown Curriculum	School Counselor

13.1.11 Career Awareness and Preparation E. Justify the selection of a career.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	9,10,11,12	Individual Interviews	Various	School Counselors

13.1.3 Career Awareness and Preparation F. Explore how people prepare for careers

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	K-3	Entrepreneur Day	Guidance Curriculum Community Businesses	School counselor and community volunteers

13.1.5 Career Awareness and Preparation F. Investigate people's rationale for making career choices

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	4	Classroom Lesson: Job Awareness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation F. Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	8	Course Selections	Teacher Recommendations	School Counselors (HS & MS)
Guidance	Yearly	7	Interest Inventory	Mynextmove.com	School Counselor
Guidance	December/January	6	BizTown Classroom Lesson - Job Applications (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor

13.1.11 Career Awareness and Preparation F. Analyze the relationship between career choices and career preparation opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.1.3 Career Awareness and Preparation G. Explain why education and training plans are important to careers.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	K-3	Entrepreneur Week	Guidance Curriculum Community Businesses	School counselor and community volunteers

13.1.5 Career Awareness and Preparation G. Identify the components of a career plan.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	4	Classroom Lesson: Job Awareness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson:	Guidance Curriculum	School Counselor

			Career Clusters		
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation G. Create an individualized career plan.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	7	Career Portfolio	Self-evaluation and Soft Skills	School Counselor
Guidance	Yearly	8	Career Choices Personality Test	Myers-Briggs Test	School Counselor
Guidance	December/ January	6	BizTown Classroom Lesson - Job Applications (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor

13.1.11 Career Awareness and Preparation G. Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher
Guidance	May	12	Return of Career Portfolio	Portfolio	Guidance Paraprofessional

13.1.3 Career Awareness and Preparation H. Explain how workers in their careers use what is learned in the classroom.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	K-3	Career Week	Guidance Curriculum Community Businesses	School counselor and community volunteers

13.1.5 Career Awareness and Preparation H. Connect personal interests, abilities, and academic strengths to personal career options.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	4	Classroom Lesson: Self-knowledge	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors

13.1.8 Career Awareness and Preparation H. Choose personal electives and extracurricular activities based upon personal career interests, abilities, and academic strengths

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	8	Scheduling Fair	Teacher Recommendations	MS/HS Counselors

13.1.11 Career Awareness and Preparation H. Review personal high school plans against current personal career goals and select postsecondary opportunities based upon personal career interests.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

Guidance	Winter	11	Junior Interview	4 Year Plan and Interview forms	School Counselor
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13.2.3 Career Acquisition (Getting a Job) A. Identify appropriate speaking and listening techniques used in conversation.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Business	School counselor and community volunteers

13.2.5 Career Acquisition (Getting a Job) A. Apply appropriate speaking and listening techniques used in conversation.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	August	4	Classroom Lesson: Introduction	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (Communication)	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (De-escalation)	Guidance Curriculum	School Counselor
Guidance	March	5	Classroom Lesson: Emotion Regulation	Guidance Curriculum	School Counselor
Guidance	March	5	Classroom Lesson: Anger Management	Guidance Curriculum	School Counselor
Guidance	April	4	Classroom Lesson: Completion of Career Evidence	Guidance Curriculum	School Counselor

Guidance	April	5	Classroom Lesson: Interviewing Skills	Guidance Curriculum	School Counselor
Guidance	May	4	Classroom Lesson: Filling Buckets	Guidance Curriculum	School Counselor

13.2.8 Career Acquisition (Getting a Job) A. Identify effective speaking and listening skills used in a job interview.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	January	6	BizTown Classroom Lesson - Interview Skills (Unit 3 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	January	6	BizTown Classroom Lesson - Interviews Do's & Dont's (Unit 3 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	January	6	BizTown Classroom Lesson - Mock Interviews (Unit 3 - Lesson 6)	Junior Achievement BizTown Curriculum	School Counselor

13.2.11 Career Acquisition (Getting a Job) A. Apply effective speaking and listening skills used in a job interview.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall & Spring	11	Mock Interviews	Personal Finance Curriculum	Personal Finance Teachers, Guidance Paraprofessional and Community Volunteers

13.2.3 Career Acquisition (Getting a Job) B. Discuss resources available in reaching job opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
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Guidance	Spring	3	Entrepreneur Day	Career Presentation Choice Packet	School Counselor
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13.2.5 Career Acquisition (Getting a Job) B. Identify and review resources available in researching job opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	April	4	Classroom Lesson: Completion of Career Evidence	Guidance Curriculum	School Counselor
Guidance	March	5	Classroom Lesson: The Job Hunt	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.2.8 Career Acquisition (Getting a Job) B. Evaluate resources available in researching

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Yearly	7	Interest Inventory	Mynextmove.com	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Jobs (Unit 3 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.2.11 Career Acquisition (Getting a Job) B. Apply research skills in searching for a job.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Applying for a job	Internet, Networking	Personal Finance teacher

13.2.3 Career Acquisition (Getting a Job) C. Compose a personal letter.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Thank you letter to presenters	Entrepreneur Week	School Counselor

13.2.5 Career Acquisition (Getting a Job) C. Compose and compare a business and a personal letter.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	April	4	Classroom Lesson: Trustworthiness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Code Switching in the Workplace	Guidance Curriculum	School Counselor

13.2.8 Career Acquisition (Getting a Job) C. Prepare a draft of career acquisition documents.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	December/January	6	BizTown Classroom Lesson - Job Application (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Friendly Letters (Unit 4 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor

13.2.11 Career Acquisition (Getting a Job) C. Develop and assemble, for career portfolio placement, career acquisition documents.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Resume/Cover Letter	Career to Work	Personal Finance class
Guidance	Fall/Spring	11	Mock Interviews	Personal Finance Curriculum	Personal Finance Teachers, Guidance Paraprofessional & local community members

13.2.3 Career Acquisition (Getting a Job) D. Identify the importance of developing a plan for the future.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.2.5 Career Acquisition (Getting a Job) D. Identify individualized career portfolios.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	April	4	Classroom Lesson: Completion of Career Evidence	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.2.8 Career Acquisition (Getting a Job) D. Develop an individualized career portfolio.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
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Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	8	Awards Ceremonies	Teacher recommendations, academic achievement	School Counselor
Guidance	January	8	Scheduling Fair	High School Teachers/School Counselors, Teacher Recommendations	MS/HS Counselors and Teachers

13.2.11 Career Acquisition (Getting a Job) D. Analyze, revise, and apply an individualized career portfolio to chosen career path.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	December-February	11	Junior Interviews	Guidance Curriculum	School Counselor

13.2.3 Career Acquisition (Getting a Job) E. Discuss the importance of the essential workplace skills.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.2.5 Career Acquisition (Getting a Job) E. Apply to daily activities, the essential workplace skills.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	5	Classroom Lesson: Time Management	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (De-Escalation)	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (Communication)	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.2.8 Career Acquisition (Getting a Job) E. Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December/January	6	BizTown Classroom Lesson - Job Applications (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	January	6	BizTown Classroom Lesson - Interview Skills (Unit 3 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	January	6	BizTown Classroom Lesson - Interviews Do's & Dont's (Unit 3 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	January	6	BizTown Classroom Lesson -	Junior Achievement	School Counselor

			Mock Interviews (Unit 3 - Lesson 6)	BizTown Curriculum	
Guidance	February	6	BizTown Classroom Lesson - Mayor & District Attorney Elections (Unit 3 - Lesson 7)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Quality Businesses (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Evaluation (Unit 5 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Customer Service (Unit 4 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Business Dilemmas (Unit 4 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Field Trip Prep (Unit 4 - Lesson 6 & 7)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Cooperation & Teamwork (Unit 4 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor

13.2.11 Career Acquisition (Getting a Job) E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.3.3 Career Retention and Advancement A. Identify attitudes and work habits that contribute to success at home and school.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers

13.3.5 Career Retention and Advancement A. Explain how student attitudes and work habits transfer from the home and school to the workplace.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	August	4	Classroom Lesson: Introduction to Guidance	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (De-Escalation)	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Conflict Resolution (Communication)	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor

Guidance	April	4	Classroom Lesson: Completion of Career Evidence	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Career Clusters	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement A. Determine attitudes and work habits that support career retention and advancement.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	School Term	7	Classroom Lessons	Self-evaluation & Soft Skills	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Quality Businesses (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Friendly Letters (Unit 4 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Lesson - BizTown Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Evaluation (Unit 5 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.3.11 Career Retention and Advancement A. Evaluate personal attitudes and work habits that support career retention and advancement.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall	11	Mock Interview Preparation	Personal Finance Course	Personal Finance Teacher

13.3.3 Career Retention and Advancement B. Identify how to cooperate at both home and school.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall	3	CHARGE PBIS Lesson	PBIS Lessons	Classroom Teachers

13.3.5 Career Retention and Advancement B. Explain the importance of working cooperatively with others at both home and school to complete a task.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	November	4	Classroom Lesson: Group Responsibility	Guidance Curriculum	School Counselor
Guidance	May	4	Classroom Lesson: Cooperation	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Time Management	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Code Switching in the Workplace	Guidance Curriculum	School Counselor
Guidance	Ongoing	4, 5, 6	Lessons about School Wide Positive Behavior Support Program	SWPBSP created lessons	School Counselors/CVIS Staff

13.3.8 Career Retention and Advancement B. Analyze the role of each participant's contribution in a team setting.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	7/8	Whole Class Meeting	SAP/Bullying Referral Forms, Student Handbook	School Counselor and Administration
Guidance	December/January	6	BizTown Classroom Lesson - Teamwork (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Quality Businesses (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Business Dilemmas (Unit 4 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Friendly Letters (Unit 4 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Customer Service (Unit 4 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April/May	6	BizTown Classroom Lesson - Field Trip Prep (Unit 4 - Lesson 6 & 7)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Cooperation & Teamwork (Unit 4 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Lesson - BizTown Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Evaluation (Unit 5 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.3.11 Career Retention and Advancement B. Evaluate team member roles to describe and illustrate active listening skills.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall	11	Mock Interview Preparation	Personal Finance Course	Personal Finance Teacher

13.3.3 Career Retention and Advancement C. Explain effective group interaction terms.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	3	Ourselves,Our Families Our Communities Our City	Junior Achievement	Community Volunteers

13.3.5 Career Retention and Advancement C. Identify effective group interaction strategies.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Group Responsibility	Guidance Curriculum	School Counselor
Guidance	February	4	Classroom Lesson: Budgeting Finances	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Citizenship—Problem Solving	Guidance Curriculum	School Counselor
Guidance	August	4, 5, 6	Lessons about School Wide Positive Behavior Support Program	SWBSP created lessons	School Counselors/CVIS Staff

Guidance	March	5	Classroom Lesson: Peer Pressure	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Emotion Regulation	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Code Switching in the Workplace	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement C. Explain and demonstrate conflict resolution skills.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	March/ April	6	BizTown Classroom Lesson - BizPrep #1,2 & 3 (Unit 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	December	6	BizTown Classroom Lesson - Teamwork (Unit 3 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Quality Business (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Customer Service (Unit 4 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Business Dilemmas (Unit 4 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - BizQuiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Cooperation & Teamwork (Unit 4 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom	Junior Achievement	School Counselor

			Lesson - BizTown Field Trip (Unit 5 - Lesson 1)	BizTown Curriculum	
Guidance	May	6	BizTown Classroom Lesson - Business Evaluations (Unit 5 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.3.11 Career Retention and Advancement C. Evaluate conflict resolution skills as they relate to the workplace.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall	11	Mock Interview Prep	Personal Finance Teacher	Personal Finance Teacher

13.3.3 Career Retention and Advancement D. Explain how money is used.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter- Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers

13.3.5 Career Retention and Advancement D. Explain budgeting.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	February	4	Classroom Lesson: Budgeting Finances	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement D. Analyze budgets and pay statements.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	6	BizTown Classroom Lesson Costs & Profit (Unit 1 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	September	6	BizTown Classroom Lesson - Taxes; Goods & Services (Unit 1 - Lesson 3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	November	6	BizTown Classroom Lesson - Debit Cards (Unit 2 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	November	6	BizTown Classroom Lesson - Deposit Tickets & Checks (Unit 2 - Lesson 3 & 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	October	6	BizTown Classroom Lesson - Savings Accounts (Unit 2 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	February	6	BizTown Classroom Lesson - Paychecks (Unit 3 - Lesson 9)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Costs (Unit 4 - BizPrep #3)	Junior Achievement BizTown Curriculum	School Counselor

13.3.11 Career Retention and Advancement D. Develop a personal budget based on career choice.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Personal Finance and Career Exploration	Personal Finance Curriculum	Personal Finance teacher

13.3.3 Career Retention and Advancement E. Discuss how time is used at both home and school.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall	3	CHARGE PBIS Engaged Lessons	CHARGE PBIS Lessons	Classroom Teacher

13.3.5 Career Retention and Advancement E. Develop a personal schedule based on activities and responsibilities at both home and school.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	August	4, 5, 6	Lessons about School Wide Positive Behavior Support Program	SWBSP created lessons	School Counselors/CVIS Staff
Guidance	November	4	Classroom Lesson: Group Responsibility	Guidance Curriculum	School Counselor
Guidance	September	5	Classroom Lesson: Time Management	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement E. Identify and apply time management strategies as they relate to both personal and work situations.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	6	BizTown Classroom Lesson Costs & Profit (Unit 1 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Quality Business (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Business Dilemmas	Junior Achievement BizTown Curriculum	School Counselor

			(Unit 4 - Lesson 2)		
Guidance	April	6	BizTown Classroom Lesson - Customer Service (Unit 4 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Cooperation & Teamwork (Unit 4 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - BizTown Field Trip (Unit 5 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Evaluations (Unit 3 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.3.11 Career Retention and Advancement E. Evaluate time management strategies and their application to both personal and work situations.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.3.3 Career Retention and Advancement F. Identify the changes in family and friend's roles at-home, at school, and in the community.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers

13.3.5 Career Retention and Advancement F. Describe the impact of role changes at home, school, and at work, and how the role changes impact career advancement and retention.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
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Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Code Switching in the Workplace	Guidance Curriculum	School Counselor
Guidance	May	5	Classroom Lesson: Interviewing Skills	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement F. Identify characteristics of the changing workplace including Americans with Disabilities Act accommodations, and explain their impact on jobs and employment.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Announcements	School term	8	Job openings announced, community opportunities	Community postings	School Counselor

13.3.11 Career Retention and Advancement F. Evaluate strategies for career retention and advancement in response to the changing global workplace.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	March	10	10th Grade Career Fair	Adams County Economic Education Foundation	Adams County Economic Education Foundation

13.3.3 Career Retention and Advancement G. Define the importance of lifelong learning.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.3.5 Career Retention and Advancement G. Describe how personal interests and abilities impact lifelong learning.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	August	4	Classroom Lesson: Introduction	Guidance Curriculum	School Counselor
Guidance	November	4	Classroom Lesson: Personal Responsibility	Guidance Curriculum	School Counselor
Guidance	February	4	Classroom Lesson: Self-knowledge	Guidance Curriculum	School Counselor
Guidance	April	4	Classroom Lesson: Completion of Career Evidence	Guidance Curriculum	School Counselor
Guidance	April/May	5	Classroom Lesson: Interest Inventory	Guidance Curriculum	School Counselor
Guidance	April/May	5	Classroom Lesson: Career Cluster Research	Guidance Curriculum	School Counselor
Guidance	April/May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor
Guidance	April/May	5	Classroom Lesson: Career Research Project	Guidance Curriculum	School Counselor

13.3.8 Career Retention and Advancement G. Identify formal and informal lifelong learning opportunities that support career retention and advancement.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	School term	8	Job openings, Volunteer opportunities	Community postings	School Counselor

13.3.11 Career Retention and Advancement G. Evaluate the impact of lifelong learning on career retention and advancement.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/ Spring	11	Career pathway discussions	Personal Finance Class	Personal Finance Teacher

13.4.3 Entrepreneurship A. Define Entrepreneurship

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers
Guidance	Spring	3	3rd Grade Career Lesson	Counselor Lessons	School Counselor
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.4.5 Entrepreneurship A. Identity the risks and rewards of entrepreneurship.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	May	5	Career Day	Volunteer Speakers	School Counselors
Guidance	March	5	Classroom Lesson: Identity/Self-Awareness	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor

13.4.8 Entrepreneurship A. Compare and contrast entrepreneurship to traditional employment.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	6	BizTown Classroom Lesson Costs & Profit (Unit 1 - Lesson 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	October	6	BizTown Classroom Lesson - Savings Accounts	Junior Achievement BizTown Curriculum	School Counselor

			(Unit 2 - Lesson 1)		
Guidance	November	6	BizTown Classroom Lesson - Debit Cards (Unit 2 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	November	6	BizTown Classroom Lesson - Deposit Tickets & Checks (Unit 2 - Lesson 3 & 4)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	February	6	BizTown Classroom Lesson - Paychecks (Unit 3 - Lesson 9)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Costs (Unit 4 - BizPrep #3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	February	6	BizTown Classroom Lesson - Pricing (Unit 3 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor

13.4.11 Entrepreneurship A. Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.4.3 Entrepreneurship B. Describe the Character Traits of Successful Entrepreneurs

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers

Guidance	Spring	3	3rd Grade Career Lesson	Counselor Lessons	School Counselor
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.4.5 Entrepreneurship B. Discuss the entrepreneurial character traits of historical or contemporary entrepreneurs.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	February	4	Classroom Lesson: Budgeting Finances	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor

13.4.8 Entrepreneurship B. Evaluate how entrepreneurial character traits influence career opportunities.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	December	6	BizTown Classroom Lesson - Career Types (Unit 3 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor

13.4.11 Entrepreneurship B. Analyze entrepreneurship as it relates to personal character traits.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher

13.4.3 Entrepreneurship C. Describe age-appropriate entrepreneurial opportunities

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	Winter-Spring	3	Ourselves Our Families Our Communities Our City	Junior Achievement	Community Volunteers
Guidance	Spring	3	3rd Grade Career Lesson	Counselor Lessons	School Counselor
Guidance	Spring	3	Entrepreneur Day	Guidance Curriculum Community Businesses	School Counselor Community Volunteers

13.4.5 Entrepreneurship C. Discuss the steps entrepreneurs take to bring their goods or services to market.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	April	4	Classroom Lesson: Budgeting Finances	Guidance Curriculum	School Counselor
Guidance	March	4	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor
Guidance	April	5	Classroom Lesson: Entrepreneurship	Guidance Curriculum	School Counselor

13.4.8 Entrepreneurship C. Identify and describe the basic components of a business plan.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
Guidance	September	6	BizTown Classroom Lesson - Economy (Unit 1 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	September	6	BizTown Classroom	Junior Achievement	School Counselor

			Lesson Costs & Profit (Unit 1 - Lesson 4)	BizTown Curriculum	
Guidance	March	6	BizTown Classroom Lesson - Quality Business (Unit 4 - Lesson 1)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March	6	BizTown Classroom Lesson - Business Dilemmas (Unit 4 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Classroom Lesson - Biz Quiz Game (Unit 4 - Lesson 5)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	April	6	BizTown Lesson - Cooperation & Teamwork (Unit 4 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Costs (Unit 4 - BizPrep #3)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	February	6	BizTown Classroom Lesson - Pricing (Unit 3 - Lesson 8)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	March/ April	6	BizTown Classroom Lesson - Advertising (Unit 4 - BizPrep #1 & 2)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Final Preparations (Unit 4 - Lesson 6 & 7)	Junior Achievement BizTown Curriculum	School Counselor
Guidance	May	6	BizTown Classroom Lesson - Business Evaluations (Unit 5 - Lesson 2)	Junior Achievement BizTown Curriculum	School Counselor

13.4.11 Entrepreneurship C. Develop a business plan for an entrepreneurial concept of personal interest and identify available resources.

Content	Time Frame	Grade Level	Activity	Resources	Delivered By
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Guidance	Fall/Spring	11	Career Planning and Exploration	Personal Finance Curriculum	Personal Finance teacher
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Career Planning through Career Portfolios

High School Career Planning Information

Career Based Career Plan

College Based Career Plan

Career Assessment Activity

11. Career and Technical Center Strategy-

Conewago Valley School District provides career and technical programs for eleventh and Twelfth grade students at New Oxford High School and Adams County Technical Institute (ACTI). New Oxford High School offers five approved programs: Accounting, Engineering, Family Consumer Science, Horticulture, and Welding. ACTI offers seven approved programs: Allied Health, Culinary Arts, Diesel Mechanics, Computer Networking, Law Enforcement, Building Trades, and Early Childhood Learning.

Data: NOHS student enrollment

	Accounting	Engineering	Family Consumer Science	Horticulture	Welding
2023-2024	70 students	20 students	179 students	30 students	92 students

Data: NOHS students at ACTI - student enrollment

	Allied Health	Culinary Arts	Diesel Mechanics	Computer Networking	Law Enforcement	Building Trades	Early Childhood Learning	Career Connections Co-Op
2023-2024	11 students	8 students	12 students	4 students	6 students	4 students	3 students	0 students

ACTI students participate in programs and activities K-12 to increase awareness and recruitment of the ACTI programs. At the high school level, ACTI students talk to prospective students at an assembly for 10th grade students. The Career Counselor at ACTI also participates in recruitment and awareness activities for CVSD students through talking with parents and students at the Scheduling Fair at the high school. In addition, collaboration occurs between CVSD counselors and ACTI staff to ensure that students and parents receive all the necessary information regarding all of the offerings at ACTI, including information about articulation agreements and college credits, certifications offered, job shadowing, etc.

12. Job Descriptions



TITLE: Curriculum Leader
DEPARTMENT: Office of the Assistant Superintendent
REPORTS TO: Assistant Superintendent/Director of Curriculum
DATE:

SUMMARY: Curriculum Leaders are an integral part of our District's instructional program along with the multi year curriculum cycle. Their efforts help us to achieve a well-articulated, well-coordinated program of studies that is accessible to all students. Curriculum Leaders aid in coordinating professional learning activities for colleagues that align with the established district mission and vision. The main objective for the Curriculum Leaders is to provide a leadership function to help teachers within their respective departments/content areas and grade band to manage curriculum, select materials, analyze data, and provide excellent quality of instruction.

QUALIFICATIONS:

- Satisfactory teaching and tenured experience indicated on the 13-1
- Knowledge of the curriculum in the specific content and building level grade band
- Currently teaching in the content area/grade level
- Ability to work with individuals and groups
- Ability to schedule and facilitate meetings
- Willingness to participate in curriculum and staff development activities associated with the content area

The important responsibilities of the Curriculum Leader are:

PERSONNEL: *Other duties may be assigned.*

- Assist in the selection of new teachers
- Provide support and guidance to new teachers

- Assist in the distribution of, and staff development associated with, new curriculum, including planned course materials, student and teacher resources, and assessment guidelines.
- Assist administration in scheduling and class assignments as needed.
- Serve as a liaison between the administration and department members
- Conduct regular department/content meetings which include a tentative agenda beforehand and a written summary afterward, both of which are shared with colleagues and administrators (Assistant Superintendent/Director of Curriculum & Building Principals) in a timely manner.

CURRICULUM:

- Oversee and lead the research, writing, and revision of subject area curriculum within the assigned grade band through the curriculum cycle
- Vetting and modeling technology resources in content areas
- Explore, and share with colleagues, research-based practices for the content area.
- Oversee and coordinate new course development, where applicable
- Oversee alignment of courses to appropriate standards outlined in the CVSD Curriculum Guidebook
- Oversee vertical and horizontal alignment of the curriculum
- Assist in program and resource selection to enhance written curriculum
- Serves on Curriculum Cabinet

DEPARTMENT RESOURCES:

- Maintain accurate inventory of grade level/course textbooks and subject matter materials/manipulatives,
- Assist department members and administration with content specific budget preparation and management, including acquisition and inventorying of supplies

OTHER RESPONSIBILITIES:

- Assist in publicizing notable events and accomplishments within the department
- Coordinate the scheduling of all district programs associated with the content area (example: art exhibits, musical performances, scheduling fair, May Day, etc.)
- Other duties as assigned by administration

Position Title: High School Counseling – Career Paraprofessional
Department: School Counseling
Reports To: Building Principal and School Counseling Curriculum Liaison
Date: June 30, 2009

SUMMARY:

To help to provide, as a support staff member of the School Counseling Department and **under the direction and supervision of a certificated counselor**, a comprehensive school counseling program for students. The role of the school counseling paraprofessional is to **aid** the certified counselors in the performance of most of the traditional counselor/guidance functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: ALL OF THE DUTIES DESCRIBED ARE TO BE UNDERTAKEN ONLY UNDER THE DIRECTION AND SUPERVISION OF A CERTIFICATED COUNSELOR OR ADMINISTRATOR. Other duties may be assigned.

CAREER ORIENTED DUTIES

Monitor and screen to aid counselors in counseling groups or individual students through the development of educational and career plans
Provide a non-certificated, paraprofessional viewpoint in the evaluation and revision of the building school counseling program/career exploration
Support the counselors in conducting counseling activities (career and scheduling) in the classroom in conjunction with administration and teachers
Provide support to the counselors in facilitating the infusion of counseling/learning activities into the regular education curricula
Attend orientations, end of year awards programs, evening parent meetings, and other parent information meetings as appropriate and/or assigned
Assist with the coordination and proctoring of state tests (PSAT, SAT, ASVAB, Keystone exams)
Assist the middle school with the proctoring and organization of the PSSA tests
Assist in the coordination of the 10th Grade Career Fair at Gettysburg College
Assist counselors with implementation of issue groups, classroom guidance, information services, career development, testing, educational planning, and miscellaneous functions associated with the mission of the school counseling department
Assist with registration and orientation of new students (explanation of graduation career portfolio)
Coordinate the career oriented career portfolio for all students
Coordinate the 11th Grade Career Exploration experience

OTHER DUTIES

Support the counselor in counseling small groups and individual students with problems. Refer severe problems to appropriate staff members
Consult with teachers, staff, and parents regarding meeting the developmental needs of students
Help to facilitate the Student Assistance Program (SAP)
Help to facilitate the Mentoring Program
Help to respond to crisis situations when appropriate and in a fashion commensurate with the non-certified, paraprofessional status and limitations of the position

Coordination and proctoring of state (PSSA and Keystone Exams) tests
 Coordinate the scheduling of parent/teacher conference night
 Assist with the orientation of new students during the school year
 Perform clerical and computer duties as needed
 Other duties as assigned by administration or school counselors

SUPERVISORY RESPONSIBILITIES: Students and student helpers

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Degree in human services, education, or a related field is preferable but not required. Experience in working with children is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read, analyze, and interpret general periodicals, some professional journals, technical procedures, or governmental regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions in individual, small group, and large group settings.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge to school counseling program; ability to plan and implement programs based on direction provided by certified counselors.
 Ability to establish and maintain effective relationships with students, peers and parents
 Skill in oral and written communication
 Ability to operate or to learn to operate various computer hardware and software
 Ability to quickly adjust from one situation to another
 Ability to work successfully with adults and children even when those individuals are angry or display negative behavior

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and talk or hear. Occasionally the employee will repeat the same hand, arm, or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



JOB DESCRIPTION

TITLE: School Counselor (Secondary)
DEPARTMENT: Guidance
REPORTS TO: Building Principal/Director of Student Services
DATE: October 12, 2022

SUMMARY: The School Counselor will be responsible for providing students with a variety of counseling services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Specific tasks and/or activities under each of the following responsibilities will be assigned by the Supervisor.

- Provide guidance to students in grades 9—12 in the areas of academic, career, and personal social development and assist teachers in developing sensitivity to the particular needs of individual students.
- Advise on the sections and use of appropriate group and individual tests, measures, and inventories dealing with academic achievement, interest inventories, social adjustment, physical growth and development, special aptitudes and intelligence quotients or factors.
- Assist in the educational placement of incoming, current, and departing students, and participate in individualized education plan meetings, career planning, behavioral guidance, and other similar activities.
- Create, implement, and maintain 504 plans.
- Collaborate with others within and outside the school to assist in the development of a comprehensive school counseling program to include individualized education, career planning, and other activities necessary for student success.
- In conjunction with the school psychologist, make use of test data, psychological findings, and other information to utilize referral procedures.
- Create a positive environment conducive toward learning.
- Work cooperatively with other staff members and promote a cohesive team-based approach to the program and curriculum.
- Maintain open communication with parents or guardians as necessary.
- Attend school functions as required.
- Perform other duties as requested or assigned by the Director of Student Services or other appropriate administrator.

EDUCATION and/or EXPERIENCE:

- Pennsylvania Educational Specialist Certification in Secondary School Counselor or the combined Elementary and Secondary School Counselor.
- Ability to communicate with a diverse group of students, parents, coworkers, and the community in a manner which demonstrates dignity and respect.
- Must meet all legal requirements, including criminal and child abuse clearances and other items required by law.

Physical Demands: Must have the ability to:

- Sit and stand for extended periods
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal office levels and on the telephone
- Speak in audible tones so that others may understand clearly in normal office levels and on the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Lift up to 25 pounds, and bend, stoop, climb stairs, and reach overhead

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence.

The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Pursuant to the requirements of the federal Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform essential job functions.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Employment is conditional upon successful completion and submission of all federal, state, and local hiring regulations. Certificated staff is employed for the number of school year contractual days in accordance with the current Negotiations Agreement and with placement on the salary schedule of the bargaining agreement. Placement on the schedule is determined by education level and experience. Benefits are included according to Board policy and contract specifications.

TERMS OF EMPLOYMENT

- Compensation as per CVEA Collective Bargaining Agreement
- The performance of the School Counselor will be evaluated by the Building Principal and Director of Special Education



JOB DESCRIPTION

TITLE: School Counselor (Elementary)
DEPARTMENT: Guidance
REPORTS TO: Building Principal/Director of Student Services
DATE: October 12, 2022

SUMMARY: The School Counselor will be responsible for providing students with a variety of counseling services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Specific tasks and/or activities under each of the following responsibilities will be assigned by the Supervisor.

- Provide guidance to students in grades K-8 in the areas of academic, career, and personal social development and assist teachers in developing sensitivity to the particular needs of individual students.
- Advise on the sections and use of appropriate group and individual tests, measures, and inventories dealing with academic achievement, interest inventories, social adjustment, physical growth and development, special aptitudes and intelligence quotients or factors.
- Assist in the educational placement of incoming, current, and departing students, and participate in individualized education plan meetings, career planning, behavioral guidance, and other similar activities.
- Create, implement, and maintain 504 plans.
- Collaborate with others within and outside the school to assist in the development of a comprehensive school counseling program to include individualized education, career planning, and other activities necessary for student success.
- In conjunction with the school psychologist, make use of test data, psychological findings, and other information to utilize referral procedures.
- Create a positive environment conducive toward learning.
- Work cooperatively with other staff members and promote a cohesive team-based approach to the program and curriculum.
- Maintain open communication with parents or guardians as necessary.
- Attend school functions as required.
- Perform other duties as requested or assigned by the Director of Student Services or other appropriate administrator.

EDUCATION and/or EXPERIENCE:

- Pennsylvania Educational Specialist Certification in Elementary School Counselor or the combined Elementary and Secondary School Counselor.

- Ability to communicate with a diverse group of students, parents, coworkers, and the community in a manner which demonstrates dignity and respect.
- Must meet all legal requirements, including criminal and child abuse clearances and other items required by law.

Physical Demands: Must have the ability to:

- Sit and stand for extended periods
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal office levels and on the telephone
- Speak in audible tones so that others may understand clearly in normal office levels and on the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Lift up to 25 pounds, and bend, stoop, climb stairs, and reach overhead

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence.

The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Pursuant to the requirements of the federal Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform essential job functions.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Employment is conditional upon successful completion and submission of all federal, state, and local hiring regulations. Certificated staff is employed for the number of school year contractual days in accordance with the current Negotiations Agreement and with placement on the salary schedule of the bargaining agreement. Placement on the schedule is determined by education level and experience. Benefits are included according to Board policy and contract specifications.

TERMS OF EMPLOYMENT

- Compensation as per CVEA Collective Bargaining Agreement
- The performance of the Elementary School Counselor will be evaluated by the Building Principal and Director of Student Services