



MT. LEBANON SCHOOL DISTRICT

COUNSELING DEPARTMENT
PDE 339
2024

Foster Elementary School
Hoover Elementary School
Howe Elementary School
Jefferson Elementary School
Lincoln Elementary School
Markham Elementary School
Washington Elementary School
Jefferson Middle School
Mellon Middle School
Mt. Lebanon High School

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School Counselors and Assignments

Elementary School Counseling Department Contact Information

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Hoover	Howe	Foster	Jefferson	Markham	Lincoln	Washington
Kimberly Gamble	Han Karbowski	Marlo Lancaster	Shira Akamatsu	Christie Ketterman	Elizabeth Herb	Lori Morin
294 students	379 students	297 students	319 students	313 students	437 students	427 students
.6	1.0	.6	.7	.7	1.0	1.0
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Guidance Services Mission Statement

The mission of the Mt. Lebanon Counseling Department is to provide a comprehensive, developmental counseling program based on the American School Counselor Association (ASCA) National Standards for Students, the PA Department of Education Standards for Student Interpersonal Skills and Career and Education Standards, addressing the social/emotional, academic and career development of each and every student.

The Mt. Lebanon K-12 counseling department continues to build the skills, knowledge and attitudes necessary for our children to become healthy, productive adults. With a developmental School Counseling program, school counselors collaborate with faculty, parents, administrators and the community including business and post secondary organizations to create an atmosphere where children's needs are met proactively through prevention and intervention (ASCA, 2005).

Through a comprehensive School Counseling program, all students have the opportunity to recognize their significant role in the school community and learn the skills necessary to maximize their educational potential.

Program Goals for Counseling Program:

1. To enable students to experience academic development.
2. To enable students to develop decision making competencies and career awareness.
3. To assist students in issues of personal, social, emotional and development.

Philosophy of School Counseling Program

School counseling is a functional and integral part of the educational process for all students. School counseling is a planned sequential program that includes those procedures, techniques, and materials that enable students to meet their full potential. The program is developmental in nature focusing on the developmental needs of each student. Delivery of these services is provided by trained, certified professional school counselors in a caring, supportive and nurturing environment.

A developmental program in grades K through 12 is based on the belief that all students should participate in activities that will assist in their optimal educational, personal, social and career development.

Counseling consists of helping relationships between counselors, students, teachers, parents, administrators and community members. Counseling is complementary to, and reinforces good effective teaching and instruction.

Counseling programs are evaluated on a continuous basis to ensure that desired outcomes are achieved as student needs change.

CTE Programs offered to students

Mt. Lebanon exposes students to career and technical opportunities available at [Parkway West Career and Technology Center](#) beginning in the 8th grade. There is also a summer camp opportunity for students in grades 5-8. Students can dual enroll in [Community College of Beaver County's Aviation Academy](#) in Grades 11 and 12.

Parkway West Career and Technology Center

Early fall, Career Fairs and an Exploration Day are available for students to gain exposure to various trades. A Parkway West representative presents to the 8th graders, in October, and gives an overview of the 16 vocational careers the CTC offers. Additionally, in January, counselors present a transition meeting to 8th grade parents where a powerpoint includes the Parkway trades students have the ability to capitalize on. A Parkway CTC representative attends the High School's curriculum night and makes a formal presentation to interested students and parents.

Early in December high school students are invited to attend the Parkway West presentation where a Parkway staff member presents to high school students about the careers and opportunities that are available.

To further their understanding of a vocational career, high school and middle school students take a field trip, in January, to tour the Parkway West CTC and experience the careers first hand.

Parkway West CTC offers the following Courses:

Computer Courses

- Cyber Security & Networking Technology
- Graphic Arts and Production Technology

Health Related

- Healthcare Occupations Technology
- SMARTT- Sports Medicine & Rehabilitations
- Veterinary Assistant Technology

Construction Cluster Rotation

- Carpentry
- Electrical Systems Technology
- HVAC/R
- Welding and Fabrication Technology

Health Related

- Healthcare Occupations Technology
- SMARTT- Sports Medicine & Rehabilitations
- Veterinary Assistant Technology

Service Courses

- Cosmetology
- Culinary Arts
- Public Safety Technology

Vehicle Maintenance and Repair

- Auto Body Repair
- Automotive Technology
- Diesel Technology
- Power Motorsports Technology (Small Engine)

To promote the field trip, career exploratories, and the CTC in general, the district posts information in the counseling bulletin and weekly principal's newsletter when appropriate.

Students at the high school are given information about the annual South Hills Trade and Technical Fair in November.

Community College of Beaver County's Aviation Academy

Through the Academy, Mt. Lebanon High School students in grades 11 and 12 have the opportunity to spend a portion of their high school day on a CCBC campus preparing for professional pilot, air traffic control, or aerospace management careers. Students who devote 2 years to this dual enrollment program have the opportunity to graduate from high school with up to 28 college credits toward their associate degree.

Board Approved Guidance Plan 339.31

Guidance Plan Board/JOC approved: *Tentative March 18, 2024*

Career and Technical Curricula 339.32(1)

Career Guidance Services Curriculum to assist with career planning

Monthly calendar or listing of Career Guidance Services organized by domain and grade level

Elementary School

Elementary Monthly Counseling Services Calendar			
Month	Activity/Event/Task	Domain	Grade
Ongoing throughout year	Attend 504/IST/IEP meetings to review/revise plans as necessary	A	K-5
	Consultation and collaboration with families, teachers, community agencies, etc. regarding individual student needs	PS	K-5
	Consultation with building based School Based Mental Health Therapists regarding student needs	PS	K-5
	Collaborate/consult with administrators regarding class assignments (new students, class changes, upcoming school year, etc)	A/PS	K-5
	Create and distribute monthly counseling newsletters for families	PS	K-5
	Crisis support/intervention	PS	K-5
	Implementation of C-SSRS	PS	K-5
	Participation in team based Threat Assessments	PS	K-5
	Facilitate classroom counseling lessons (bi-weekly per homeroom)	A/C/PS	K-5
	Monthly Department Meetings	A/C/PS	K-5
Monthly Faculty Meetings	A/C/PS	K-5	

	Participate in bi-weekly SAP meetings	A/C/PS	K-5
	Facilitate individual/small group counseling for students with IEPs/504s	PS	K-5
	Facilitate short term individual/small group counseling	PS	K-5
	Support/coordinate school-wide positive behavior support programming	PS	K-5
	Participation in District Professional Development	A/C/PS	K-5
August	Review of class rosters	A	K-5
	Review of new student files/confidential records	A/C/PS	K-5
	Professional development-participate/awareness of building based data meetings, testing, standards, etc.	A	K-5
	Professional development- department based planning	A/C/PS	K-5
	Plan/coordinate classroom guidance schedule	A/C/PS	K-5
	Participate in/awareness of New Family Welcome events	PS	K-5
	Plan/facilitate SEL program (Second Step) trainings and kick-off events for staff and students	PS	K-5
	Facilitate new student welcome groups	PS	1-5
	Monitor student transitions	PS	K-5
	Review/plan/coordinate individual and small group counseling needs	PS	K-5
	Plan/Collaborate with building principal for PBIS rollout for the school year	PS	K-5
September	Participate/present in Fall Curriculum Night events	A	K-5
	Monitor student transitions	PS	K-5
	Begin Individual/small group counseling	A/PS	K-5
	Plan/Coordinate Start With Hello Week	PS	K-5
October	Proctor SEL Survey (currently Renaissance/PASS)	A/C/PS	1-5

	Collaboration/consultation/counseling for students with excessive tardies or absences	A	K-5
	Bullying Prevention 4th grade presentations with MLPD	PS	4
	Facilitate Bullying Prevention activities for Bullying Prevention Month	PS	K-5
November	Participate in 1st quarter family conferences	A	K-5
	Update quarterly IEP/IST/ILP progress reports	A	K-5
	Reviewing Tier I and Tier II Interventions	A/PS	K-5
	Collaboration with MLPD for holiday meals to families in need	PS	K-5
December	Collaboration with staff/MLPD for holiday assistance to families in need	PS	K-5
January	Participate in 5th grade transition meetings (middle school course selections)	A	5
	Update quarterly IEP/ESY/IST/ILP data and progress reports	A	K-5
	Reviewing Tier I and Tier II Interventions	A/PS	K-5
	Participate/awareness of building based data meetings, MAP testing scores, etc.	A	
	Follow up with students in grades 5 to present the online course selection process and window for completion	A	5
	Monitor student transitions	A/PS	K-5
	Plan/Facilitate The Great Kindness Challenge Week (January or February depending on school)	PS	K-5
February	Review/reminder for completion of 5th grade middle school course selections	A	5
	Collaboration/consultation/counseling for students with excessive tardies or absences	A	K-5
	Plan/Facilitate Random Acts of Kindness Day/Week	PS	K-5

March	Participate/awareness of building based data meetings, MAP testing scores, etc.	A	K-5
	Update quarterly IEP/ESY/IST/ILP data and progress reports	A	K-5
	Reviewing Tier I and Tier II Interventions	A/PS	K-5
	Cyberbullying Prevention 5th grade presentations with MLPD	PS	5
April	Participate in 3rd quarter family conferences	A	K-5
	Proctor/support 3rd-5th grade students in PSSA testing	A	3-5
	Proctor/awareness of Gifted screenings	A	1-5
	Highlight connections to national Take Your Child To Work Day	A/C	K-5
	Hands on Career opportunity exposures	C	4-5
May	Participate/awareness in Kindergarten Orientation programs	A/PS	K
	Proctor SEL Survey (currently Renaissance/PASS)	A	K-5
	Facilitate/participate in 5th grade transition meetings (middle school building tours)	PS	5
	Participate/awareness of building based data meetings, MAP testing scores, etc.	A	K-5
	Collaborate/consult with teachers for next school year student class assignments	A/PS	1-5
	Participate 5th grade transition IEP meetings to review/revise plans as necessary	A	5
	Meet with middle school counselors to consult individual counseling service needs for incoming 6th graders	A	5
June	Preparation for student grade advancement (social stories, classroom visits, etc.)	PS	1-5
	Collaborate/consult with teachers for next school year; student class assignments	A	1-5
	Update quarterly IEP/IST/ILP progress reports	A	K-5

	Reviewing Tier I and Tier II Interventions	A/PS	K-5
	Update counseling notes/records	A	K-5
	Monitor/track student CEW portfolio completion	C	K-5
	Student preparation/support in Field Day activities	PS	K-5
	Monitor student transitions	PS	K-5
July	Students on summer vacation		K-5
	Professional development		

Middle School

Middle Schools Monthly Counseling Services Calendar			
Month	Activity/Event/Task	Domain	Grade
Ongoing throughout year	Ongoing Scheduling - changes for current students, new students who enroll during the school year	A/C	6-8
	LEA for all GIEP meetings	A/C/PS	6-8
	Ongoing parent communication	A/PS	6-8
	Ongoing ESL support	A/PS	6-8
	Participation in monthly Instructional Cabinet	A	6-8
	Schedule and attend all 504 Meetings	A/PS	6-8
	Attend and participate in IEP Meetings	A/C/PS	6-8
	Facilitation of Student of the Month Program	A/PS	6-8
	Facilitate and/or participate in bi-weekly Student Assistance Program	A/C/PS	6-8
	Consultation and collaboration with families, teachers, community agencies, etc. regarding individual student needs	A/PS	6-8
	Participation in team meetings	A/C/PS	6-8
	Participation in PBIS Committee meetings	PS	6-8
	Implementation of C-SSRS	PS	6-8
	Monthly Department meetings	A/C/PS	6-8
	Monthly faculty meetings	A/C/PS	6-8
Individual counseling as needed	A/C/PS	6-8	
Group counseling as needed	A/C/PS	6-8	

	Crisis/support counseling as needed	PS	6-8
	IEP/504 RS/SDI meetings with students	A/PS	6-8
	Participation in team based Threat Assessments	A/PS	6-8
	Participation in SAIC meetings	A/PS	6-8
	Instruction for Academic Lab	A/C/PS	6
	Participation in District Professional Development	A/PS	6-8
	Response and interventions to Safe-To-Say Reports	PS	6-8
	Response and interventions to Beacon Reports	PS	6-8
	Response and interventions to Gaggle Reports	PS	6-8
	Response and interventions to Bully Reports	PS	6-8
August	Communicating with new students, families and former schools	A/PS	6-8
	New student / family orientation	A/C/PS	6-8
	Walk your schedule day	A	6-8
	Scheduling - Strive 6, 7, 8, and Math 8+	A	6-8
	Finalize scheduling with ESL Staff	A	6-8
	Team meetings to review student strengths, struggles, concerns	A/PS	6-8
	Share 504 plans with faculty	A/PS	6-8
September	Assessment of new students' transition	A/PS	6-8
	Open House	A/PS	6-8
	Check Naviance - Roll over of students + new students	C	6-8
October	Career Exploration Day prep via collaboration with CTE liaison	C	8
	Participation in Curriculum Council	A	6-8
	Review of Quarter 1 Grades	A	6-8
November	Career Exploration Day + CTE liaison	C	8

	PASS data review	PS	6-8
December	Prep for CTE visit - permission forms, communicating opportunity with parents/guardians, students and faculty	C	8
	8th grade Naviance lesson	C	8
	7th grade Naviance lesson	C	7
January	Elementary School visits to review course selection	A/PS	5
	Middle school course selection meetings	A	6-7
	Collaboration with HS counselors for 8th grade course selection	A	8
	PTA meeting with HS counselors for course selection	A	8
	8th grade visit to CTE	C	8
	Review of Quarter 2 Grades	A	6-8
	Planning of RAAPS	PS	7-8
February	Course selection	A	6-8
	Discrepancy lists for music, math and world language	A	6-8
	Special Education course selection - IEP	A	6-8
	8th Grade Elective Lottery	A	6-8
March	Prepare for PSSAs	A	6-8
	Review of Q3 Grades	A	6-8
	6th Grade Naviance Lesson	C	6
April	Prepare for PSSAs, coordinate makeup testing	A	6-8
	Participation in Curriculum Council	A	6-8
	Curriculum in Action night	A/PS	6-8

May	Prepare/share 8th grade transition information for high school teams	A/PS	8
	PSSA coordination, make up testing	A	6-8
	Keystone coordination, make up testing	A	8
	Elementary School visits to Middle School	A/PS	5
	Review danger of failing and summer school programming list	A	6-8
June	Confirm students in need of summer school programming, share resources with parents/guardians	A	6-8
	8th grade Celebration	PS	8
	Review of Q4 Grades	A	6-8
	Track students registering for summer school and grades throughout summer	A	6-8
	SAP data report to State	A/PS	6-8
July	Scheduling for next school year	A	6-8
	New student/parent/guardian meetings	A/C/PS	6-8
	Summer Enrollments	A	6-8

High School

High School Monthly Counseling Services Calendar			
Month	Activity/Event/Task	Domain	Grade
Ongoing throughout year	Ongoing Scheduling ~ changes for current students, new students who enroll during the school year	A/C	9-12
	LEA for GIEP meetings	A/C/PS	9-12
	Coordinate/attend Parent/IEP/504/Staffing meetings	A/PS	9-12
	Member of SAP Team	A/PS	9-12
	AP Exam Registration & Coordination	A/C	9-12
August	Communicating with new students and families, give tours, schedule classes	A/PS	9-12

	New student / family orientation	A/C/PS	9
	Walk your schedule day	A	9-12
	Attend District Professional Development	A/PS	9-12
	Update counseling resources (college guides/books/software/Naviance)	A/C/PS	9-12
	Review first semester student schedules, resolving issues	A/C	9-12
	Link Crew orientation for incoming freshman	PS	9
September	College Greeter Program (through November)	A/C	10-12
	College Fair	A/C	11, 12
	Process Applications for Post-Secondary School/write letters of recommendation Individualized Senior meetings, if needed (through November)	A/C	12
	Financial Aid Night	A/C	11, 12
	Complete National Merit Applications	A/C	12
	Link Crew social and tailgate	PS	9
	Open House	A/C	9-12
October	PSAT Coordination/Administration	A/C	10, 11
	First Quarter Grading/Progress Reports -	A	9-12
	Participate in Curriculum Council to review and give input on proposed updates/changes to the Course Catalog	A/C	9-12
November	Coordinate Military Day	C	9-12
	9th Grade Individual Guidance Plan meetings	A/C/PS	9
	AP Test Coordination (ongoing until May)	A	9-12
December	10th grade Career Unit Presentations	C	10

January	PTA meeting with MS counselors for course selection	A/C	incoming 9
	High School Transition/Course Selection meetings at middle schools (incoming grade 9)	A/C	incoming 9
	Visit to Parkway West CTC for 8th -10th grade students	A/C	8-10
	Attend schedule change meetings	A/C	9-12
	Planning of RAAPS	PS	9-12
	Scholarship Workshop	A/C	11-12
	Request for semester senior mid-year grades and transcripts	A/C	12
	End of First Semester Grading/Report Cards /Failure Notices	A	9-12
	Scholarship Workshop	A/C	11-12
	Request for senior mid-year grades and transcripts	A/C	12
	End of First Semester Grading/Report Cards /Failure Notices	A	9-12
February	Online Course selection for next year	A/C	8-11
	Review online course selections for each student (resolve conflicts for next school year)	A/C	8-11
	Meet with Junior students and parents/guardians for Individualized Guidance Plans (February - April)	A/C/PS	11
	Teen Outreach RAAPS Program (February through April)	PS	9-12
March	End of Third Quarter Grading/Report Cards	A	9-12
	Cum Laude Ceremony	A	12
	Review plans for Graduation (such as diplomas, names, program) continuing through June	A	12

April	Junior Book Awards Ceremony	A	11
	Scholarship Committee Meeting	A	11, 12
	Participate in Curriculum Council to review and give input on proposed updates/changes to the Course Catalog	A/C	9-12
May	AP Exam Administration	A	9-12
	Select Graduation Speaker	A	12
	Awards Night	A/C	10-12
	Receive schedule conflict list and review with students to resolve issues for next school year	A/C	8-11
	Senior meetings to gather information on postsecondary plans	A/C	12
	Communication with admin, faculty and parents regarding courses that students may be in danger of failing, summer school programming	A	9-12
June	Participate in Graduation ceremonies	A	12
	Send senior transcripts to colleges	A	12
	Confirm students in need of summer school programming, share resources with parents/guardians	A	9-11
	SAP 4092 Data Collection & Send to State	A/PS	9-12
July	Scheduling for next school year	A	incoming 9-12
	New student/parent/guardian meetings	A/C/PS	incoming 9-12

Educational Career Plan 339.32(2)

Career Guidance Service action plan for developing and sustaining student career plans

Elementary School

ELEMENTARY SCHOOL CAREER UNITS/ARTIFACTS

Evidence for each artifact will be included in the student career portfolio

Grade	Career Awareness and Preparation	Career Acquisition	Career Retention and Advancement	Entrepreneurship
K	<u>Artifact #1:</u> Clothesline Clues to Jobs People Do (story) & matching activity	<u>Artifact #1:</u> Clothesline Clues to Jobs People Do (story) & matching activity	<u>Artifact #1:</u> Clothesline Clues to Jobs People Do (story) & matching activity	
1	<u>Artifact #2:</u> Someday (story) & 20 Years From Now poem	<u>Artifact #2:</u> Someday (story) & 20 Years From Now poem	<u>Artifact #2:</u> Someday (story) & 20 Years From Now poem	<u>Artifact #2:</u> Someday (story) & 20 Years From Now poem
2	<u>Artifact #3:</u> Career Day/When I Grow Up (story) and What Kinds of Work do People Do activity and presentation	<u>Artifact #3:</u> Career Day/When I Grow Up (story) and What Kinds of Work do People Do activity and presentation	<u>Artifact #3:</u> Career Day/When I Grow Up (story) and What Kinds of Work do People Do activity and presentation	<u>Artifact #3:</u> Career Day/When I Grow Up (story) and What Kinds of Work do People Do activity and presentation
3	<u>Artifact #4:</u> Molly Moon's Ice Cream and Entrepreneurship	<u>Artifact #4:</u> Molly Moon's Ice Cream and Entrepreneurship	<u>Artifact #4:</u> Molly Moon's Ice Cream and Entrepreneurship	<u>Artifact #4:</u> Molly Moon's Ice Cream and Entrepreneurship
			<u>Artifact #5:</u> Cletus and Time Management	
	<u>Artifact #6:</u> Dear Molly Moon	<u>Artifact #6:</u> Dear Molly Moon	<u>Artifact #6:</u> Dear Molly Moon	
	<u>Artifact #7:</u> Ice Cream Shop Game and Money Tracker	<u>Artifact #7:</u> Ice Cream Shop Game and Money Tracker	<u>Artifact #7:</u> Ice Cream Shop Game and Money Tracker	<u>Artifact #7:</u> Ice Cream Shop Game and Money Tracker
4	<u>Artifact #8:</u> Career Party & Career SMARTS	<u>Artifact #8:</u> Career Party & Career SMARTS	<u>Artifact #8:</u> Career Party & Career SMARTS	
4/5	<u>Artifact #9:</u> Budget Basics		<u>Artifact #9:</u> Budget Basics	
5			<u>Artifact #10:</u>	

			Developing A Schedule	
		<u>Artifact #11:</u> Career Tools	<u>Artifact #11:</u> Career Tools	
		<u>Artifact #12:</u> First Impressions (Speaking and Listening)		
	<u>Artifact #13:</u> First Impressions (Writing a formal letter for a job)	<u>Artifact #13:</u> First Impressions (Writing a formal letter for a job)	<u>Artifact #13:</u> First Impressions (Writing a formal letter for a job)	
				<u>Artifact #14:</u> Entrepreneurship Google slides and activity
		<u>Artifact #15:</u> Connecting School skills to Job skills (discussion and personal schedule)	<u>Artifact #15:</u> Connecting School skills to Job skills (discussion and personal schedule)	
	<u>Artifact #16:</u> Holland Code (Powerpoint, interest inventory, Career Explorers activity)		<u>Artifact #16:</u> Holland Code (Powerpoint, interest inventory, Career Explorers activity)	

Middle School

MIDDLE SCHOOL CAREER UNITS/ARTIFACTS				
Evidence for six artifacts will be included in the student career portfolio				
Grade	Career Awareness and Preparation	Career Acquisition	Career Retention and Advancement	Entrepreneurship

6	<u>Artifact #1</u> NAVIANCE Lesson 6.9 - Goal Setting	<u>Artifact #2</u> NAVIANCE Career Key Assessment		<u>Artifact #3</u> Entrepreneurship Lesson
	<u>Artifact #4</u> Career Interview			
7	<u>Artifact #5</u> NAVIANCE Strengths Explorer		<u>Artifact #6</u> NAVIANCE Lesson 7.5 - Habits for Success	<u>Artifact #7</u> Entrepreneurship Lesson
8	<u>Artifact #8</u> NAVIANCE Career Cluster Finder	<u>Artifact #9</u> NAVIANCE Lesson 8.4 - Connecting Interests and Careers	<u>Artifact #10</u> Career Exploration Day	
			<u>Artifact #11</u> NAVIANCE Lesson 8.3 - Re-imagining Success	

High School

HIGH SCHOOL CAREER UNITS/ARTIFACTS Evidence for each artifact will be included in the student career portfolio				
Grade	Career Awareness and Preparation	Career Acquisition	Career Retention and Advancement	Entrepreneurship
9	<u>Artifact #1</u> 9th Grade Individualized Guidance Plan Meeting		<u>Artifact #3</u> 9th grade Civics (Career in Politics)	
9-12	<u>Artifact #2</u> Naviance Resume		<u>Artifact #2</u> Naviance Resume	<u>Artifact #2</u> Naviance Resume

	<u>Artifact #12</u> LifeSkills (PAES LAB Lesson)	<u>Artifact #12</u> LifeSkills (PAES LAB Lesson)	<u>Artifact #12</u> LifeSkills (PAES LAB Lesson)/Job Exploration	<u>Artifact #12</u> LifeSkills (PAES LAB Lesson)/Job Exploration
	<u>Artifact #13</u> Gifted/STEM/ Global Studies Enrichment	<u>Artifact #13</u> Gifted/STEM/ Global Studies Enrichment	<u>Artifact #13</u> Gifted/STEM/ Global Studies Enrichment	<u>Artifact #13</u> Gifted/STEM/ Global Studies Enrichment
	<u>Artifact #16</u> Parkway	<u>Artifact #16</u> Parkway	<u>Artifact #16</u> Parkway	<u>Artifact #16</u> Parkway
	<u>Artifact #17</u> Project Succeed	<u>Artifact #17</u> Project Succeed	<u>Artifact #17</u> Project Succeed	<u>Artifact #17</u> Project Succeed
10	<u>Artifact #4</u> 10th Grade Career Unit	<u>Artifact #4</u> 10th Grade Career Unit	<u>Artifact #4</u> 10th Grade Career Unit	
	<u>Artifact #5</u> 10th grade PSAT		<u>Artifact #5</u> 10th grade PSAT	
10-12	<u>Artifact #10</u> College Rep Meeting			
11	<u>Artifact #6</u> 11th grade PSAT		<u>Artifact #6</u> 11th grade PSAT	
	<u>Artifact #7</u> English 11: Common App/Job Application			
	<u>Artifact #8</u> APEG/EGS Careers in Science			
	<u>Artifact #9</u> USH/APUSH (Viva		<u>Artifact #9</u> USH/APUSH	

	La Causa)		(Viva La Causa)	
	<u>Artifact #14</u> 11th Individualized Guidance Plan		<u>Artifact #14</u> 11th Individualized Guidance Plan	
11-12	<u>Artifact #11</u> PE/Health Habit Goal	<u>Artifact #11</u> PE/Health Habit Goal	<u>Artifact #11</u> PE/Health Habit Goal	<u>Artifact #11</u> PE/Health Habit Goal

Occupational Information 339.32(3)

Listing of diverse external resources organized by National Career Clusters

The National Career Clusters Framework includes 16 Career Clusters and related Career Pathways to help students explore different career options and better prepare for college and career.

The 16 Career Clusters include:

1. Agriculture, Food, and Natural Resources
2. Architecture and Construction*
3. Arts, A/V Technology, and Communications*
4. Business Management, and Administration
5. Education and Training
6. Finance
7. Government and Public Administration
8. Health Science*
9. Hospitality and Tourism
10. Human Services*
11. Information Technology
12. Law, Public Safety, Corrections, and Security
13. Manufacturing*
14. Marketing
15. Science, Technology, Engineering, and Mathematics (STEM)*
16. Transportation, Distribution, and Logistics*

*In these clusters, Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.

Agriculture, Food, and Natural Resources

The Agriculture, Food, & Natural Resources Career Cluster focuses on producing, processing, marketing, distributing, financing, and developing agricultural resources. This cluster includes food, fiber, wood products, natural resources, plants, and animals.

- [Community College of Beaver County](#) offers Associate Degrees in Environmental Sciences that allows students to transfer to a four-year institution where they can major in areas such as Ecology, Forestry, Horticulture and Agriculture, and Sustainable Resource Management.
- [Pennsylvania State University \(PSU\)](#) offers both Undergraduate and Graduate Programs

in Agribusiness Management, Agricultural Science, Environmental Resource Management, BioRenewable Systems,

- See O*NET for careers in this cluster. [Agriculture, Food and Natural Resources Careers](#)

Architecture and Construction

The Architecture & Construction Career Cluster is focused on careers in designing, planning, managing, building and maintaining the built environment.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.
- [Pennsylvania State University \(PSU\)](#) offers both Undergraduate and Graduate Programs in Architecture. [Click HERE](#) for their Department of Architecture Web Page.
- See O*NET for careers in this cluster. [Architecture and Construction Careers](#)

Arts, A/V Technology, and Communications

The Arts, Audio/Video Technology, & Communication Careers involve designing, producing, exhibiting, performing, writing, and publishing media content. This cluster along with performing arts, graphic design, journalism, and entertainment.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.
- [Community College of Allegheny County](#) offers an Associate's Degree Program in Media Production.
- [Pitt Johnstown](#) offers Undergraduate Degrees in Communication. Theatre Arts, Multimedia & Digital Culture and more.
- See O*NET for careers in this cluster. [Arts, A/V Technology and Communications Careers](#)

Business Management, and Administration

The Business Management & Administration Career Cluster includes planning, organizing, directing, and evaluating business functions. The core goal of these jobs is to ensure efficient and productive business operations.

- [Community College of Allegheny County](#) offers both Associate Degree and Certificate programs in Business Management and Business Administration.
- [Penn West California](#) offers undergraduate and graduate programs in Business Administration, Entrepreneurship & Small Business Management, Finance, Management, International Business, and Supply Chain Management.
- See O*NET for careers in this cluster. [Business Management and Administration Careers](#)

Education and Training

The Education & Training Career Cluster includes teaching, educational training services, and related learning support occupations.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.
- [Community College of Allegheny County](#) offers an Associate's Degree Program in Education and Early Childhood Education.
- [Penn West California](#) offers Undergraduate Degrees in Education, Special Education, Early Childhood Education, and Middle Level Education.
- See O*NET for careers in this cluster. [Education and Training Careers](#)

Finance

The Finance Cluster includes jobs that plan and manage finances and investments. Additionally, finance occupations provide services like banking, insurance, accounting, and financial management.

- [Pennsylvania Insurance Department](#) on the Commonwealth of PA Webpage shares information about becoming and maintaining a license.
- [University of Pittsburgh](#) offers undergraduate and graduate programs in Finance and Accounting.
- See O*NET for careers in this cluster. [Finance Careers](#)

Government and Public Administration

The Government & Public Administration Career Cluster involves planning and performing government functions at the local, state, and federal levels. This cluster includes governance, national security, foreign service, revenue, taxation, and regulations.

- PA State Representative [Dan L. Miller](#)
- See O*NET for careers in this cluster. [Government and Public Administration Careers](#)

Health Science

The Health Science Career Cluster involves planning, managing, and providing therapeutic, diagnostic, and health support services. This cluster also includes medical and biotech research.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer, one which is Health Assistant.
- [Community College of Allegheny County](#) offers Associate's Degree and Certificate Programs in Histotechnology, Medical Assistant, Medical Coding, Paramedic, Pre-Health Professionals, Radiologic Technology
- [University of Pittsburgh](#) offers Undergraduate Degrees in Nursing, Allied Health, Pre-Medical Professions, Biology, Chemistry, Pre-Pharmacy and more.
- See O*NET for careers in this cluster. [Health Science Careers](#)

Hospitality and Tourism

The Hospitality & Tourism Career Cluster covers the management, marketing, and operations of restaurants, hotels, attractions, recreation events, and travel services.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#)

beginning in Grade 9. Please visit the linked resource for more information about the programs they offer, one which is Culinary.

- [Community College of Allegheny County](#) offers an Associate's Degree and Certificate Programs.
- [Pennsylvania State University \(PSU\)](#) offers both Undergraduate and Graduate Programs in Hospitality Tourism.
- See O*NET for careers in this cluster. [Hospitality and Tourism Careers](#)

Human Services

The Human Services Career Cluster relates to human needs like counseling, mental health, personal care, family, community, and consumer services.

- [Community College of Allegheny County](#) offers an Associate's Degree and Certificate Programs in psychology, social work, social service assistant, substance abuse and addiction technician and more.
- [University of Pittsburgh](#) offers undergraduate and graduate programs in psychology, social work, counseling and more.
- See O*NET for careers in this cluster. [Human Services Careers](#)

Information Technology

The Information Technology Career Cluster includes careers related to the design, development, support, and management of computer systems. This cluster involves building, maintaining, and repairing hardware, software, and information technology systems.

- [Community College of Allegheny County](#) offers an Associate's Degree and Certificate Programs in Information Technology (more specifically in Cyber Security, Network Administration, Server Administration)
- [University of Pittsburgh](#) offers Undergraduate Degrees in Information Technology.
- [Coursera](#) offers online beginning courses in Information Technology.
- See O*NET for careers in this cluster. [Information Technology Careers](#)
- The Commonwealth Technical Institute at the Hiram G. Andrews Center in Johnstown provides vocational training and comprehensive rehabilitation services. This program is offered for this cluster: [Information Technology \(pa.gov\)](#)

Law, Public Safety, Corrections, and Security

The Law, Public Safety, Corrections & Security Cluster includes legal, public safety, protective services, and security fields. This cluster also includes related professional and technical support services.

- [Mt. Lebanon](#) offers a Local Municipal Police Academy.
- [Pennsylvania State Police Training](#) webpage.
- See O*NET for careers in this cluster. [Law, Public Safety, Corrections and Security Careers](#)

Manufacturing

The Manufacturing Cluster involves planning, managing, and processing materials. This cluster also includes related professional and technical support activities like production planning and

control, maintenance, and process engineering.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer, two being Machine Tool Technology and Welding.
- [Penn College of Technology](#) offers associate and undergraduate degrees in Automated Manufacturing Technology, Metal Fabrication Technology, and Welding & Fabrication.
- See O*NET for careers in this cluster. [Manufacturing Careers](#)

Marketing

The Marketing Cluster involves planning, managing, and performing marketing and sales activities to reach an organization's objectives.

- [Community College of Allegheny County](#) offers an Associate's Degree and Certificate Programs in marketing.
- [University of Pittsburgh](#) offers undergraduate and graduate programs in marketing.
- See O*NET for careers in this cluster. [Marketing Careers](#)

Science, Technology, Engineering, and Mathematics (STEM)

The Science, Technology, Engineering & Mathematics (STEM) Cluster involves planning, managing, and executing research, analysis, and technical services. This cluster includes laboratory testing, and research and development in the physical sciences, engineering, and math.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.
- [University of Pittsburgh](#) offers Undergraduate Degrees in Chemical, Civil, Computer Science, Electrical and Mechanical Engineering.
- www.tryengineering.org - Lots of great information about careers in Science, Technology, Engineering, and Math (STEM).
- www.careercornerstone.org - Sloan Career Cornerstone Center - features career exploration for careers in STEM, Computing, and Healthcare. Explore over 185 degree fields and find out about education requirements, salaries, networking, precollege ideas, and career planning resources. Browse interviews with hundreds of professionals who offer candid insight into their own diverse careers.
- See O*NET for careers in this cluster. [Science, Technology, Engineering and Mathematics \(STEM\)](#)

Transportation, Distribution, and Logistics

Transportation, Distribution & Logistics Careers involve the planning, management, and movement of people, materials, and goods. This can be by road, pipeline, air, rail, or water. This cluster also includes related support services like transportation infrastructure planning, logistics services, and equipment and facility maintenance.

- Mt Lebanon Students can attend the [Parkway West Career and Technical Center](#) beginning in Grade 9. Please visit the linked resource for more information about the programs they offer.
- [University of Pittsburgh](#) offers undergraduate and graduate programs in Supply Chain

Management.

- [Pennsylvania State University \(PSU\)](#) offers Certificate, Undergraduate and Graduate Programs in Logistics and Supply Chain Management.
- See O*NET for careers in this cluster. [Transportation, Distribution and Logistics Careers](#)
- The Commonwealth Technical Institute at the Hiram G. Andrews Center in Johnstown provides vocational training and comprehensive rehabilitation services. This program is offered for this cluster: [Skills Trade \(pa.gov\)](#)

Cumulative Records 339.32(4)

Career Guidance Services objectives with specific and measurable goals

Elementary School

Kindergarten thru 5th grade (Elementary Schools)

Personal/Social Domain Goal: Counselors will collaborate with building staff and classroom teachers through updated training in social-emotional learning and bullying prevention research and programming and brainstorming ideas for implementation with students.

Career Domain Goal: Counselors will provide classroom career lessons at each grade level, K-5. By the conclusion of 5th grade, students will have at least 6 pieces of evidence exploring and identifying interests, passions and skills as they relate to the world of work.

Academic Domain Goal: Counselors will research and identify updated, age appropriate organizational, test taking and time management skill lessons for students in grades 3-5 to be used in classroom or small group lessons. For students in K-2, counselors will focus on academic success skills which include active listening, perseverance, and problem solving.

Middle School

6th grade thru 8th grade (Middle Schools)

Personal/Social Domain Goal: School counselors provide culturally sustaining instruction, appraisal and advisement, and counseling to help all students demonstrate academic success, self management and social skills. Sixth and eighth grade students participate in transitional programming (academic and social) as they move from the elementary level to the high school.

Career Domain Goal: By the conclusion of 8th grade, 95% of students will have completed all three Career Inventories: Career Key, Strengths Explorer and, Cluster Finder. Eighth grade results will be included in the IGP document for each student and will be stored in their Naviance account. School counselors help students to become college, career, and life ready through Naviance, Career Exploration Day, goal setting, and classroom lessons.

Academic Domain Goal: Students have the opportunity to learn about time management, problem solving, Goal setting, and career exploration at the middle school level. School counselors participate in team meetings to collaborate with faculty, families, and students regarding academic progress.

High School

9th grade thru 12th grade (High School)

Personal/Social Domain Goal: Freshmen will have participation in the transitional program, Link Crew, achieving an average participation rate of 50% at the four main events of the program: orientation, the social, the tailgate, and Cocoa and Cram.

Career Domain Goal: By graduation 90% of all students will have completed the Personality test (Meyers Briggs), and based upon the results, students will identify two career paths of interest to develop post graduate plans. Results will be included in the IGP document for each student.

Academic Domain Goal: 90% of our 11th grade students will create a resume in Naviance.

Orientation to Career and Technical Options 339.32(5)

Listing of Career Guidance Services activities organized by grade level that increase awareness of CTE options

Mt. Lebanon exposes students to career and technical opportunities available at [Parkway West Career and Technology Center](#) beginning in the 8th grade. There is also a summer camp opportunity for students in grades 5-8.

Early fall, Career Fairs and an Exploration Day are available for students to gain exposure to various trades. A Parkway West representative presents to the 8th graders, in October, and gives an overview of the 16 vocational careers the CTC offers. Additionally, in January, counselors present a transition meeting to 8th grade parents where a powerpoint includes the Parkway trades students have the ability to capitalize on. A Parkway CTC representative attends the High School's curriculum night and makes a formal presentation to interested students and parents.

Early in December high school students are invited to attend the Parkway West presentation where a Parkway staff member presents to high school students about the careers and opportunities that are available.

To further their understanding of a vocational career, high school and middle school students take a field trip, in January, to tour the Parkway West CTC and experience the careers first hand.

To promote the field trip, career exploratories, and the CTC in general, we post information in the counseling bulletin and weekly principal's newsletter when appropriate. Students at the high school are given information about the annual South Hills Trade and Technical Fair in November.

Parkway West CTC's course offerings are detailed in [THIS](#) video.

Career Placement and Transition Services 339.32(6)

Career and Guidance Services for all students for placement from school to work, college, military

Eleventh Grade Individualized Guidance Plan (IGP)

Eleventh grade IGP (Individual Guidance Plan) offer an opportunity for families and students to engage their school counselor in a discussion about academics, graduation planning, post-secondary planning, and career interests/goals. These meetings are scheduled at the beginning of the second semester of a student's junior year. Parents/Guardians of current juniors attend - in person or virtually - along with the school counselor and student. If the student has an IEP, the case manager is also invited to attend.

At the meeting the school counselor reviews:

- Student's Academic Record
 - Graduation Requirements outlined in current year [Mt. Lebanon Course Catalog](#) and Keystone Exam Requirements
 - Confirmation for Diploma and Commencement Program Name
 - 12th grade schedule, including what students need to take to meet graduation requirements and college/major requirements (when applicable)
 - Transcript - courses, GPA/QPA and signed permission to release transcript
- Student's Career Interests
 - The counselor discusses with the student and parents/guardians regarding their post-secondary plans including majors/career interest
 - If the student plans to attend a Technical/Vocational school, the Military or enter the workforce directly, the counselor reviews the necessary steps needed to achieve these post secondary goals and provides resources. We have over 50 students who attend [Parkway West Career and Technical Center](#). The counselor works with the Parkway west school counselor to develop the appropriate post secondary goal for the student.
 - Career resources on Naviance are reviewed during the 11th Grade IGP with students and their families.

93% of Mt Lebanon graduates attend a two or four year college/university. For those students the counselor reviews the following information:

College/University Bound Students

The counselor reviews the timeline for the college application process, outlines the steps required and offers information about various resources available.

- ACT/SAT
 - Difference between the tests, timeline, when tests are offered, how to register for each test and resources
- College application process
 - Describing parts of an application and how to apply (Common App, direct, etc.)
- Plan how to use [summer](#) wisely
- [Visit](#) colleges and universities, or technical/trade schools.
- College Essay
 - Resources for support
- Letters of Recommendation
 - Teacher letters of recommendation - discussion of selecting teachers and timeline
 - Counselor letter of recommendation - form to collect information from students

- and another one to collect information from parents
- College planning timelines
 - For 11th and 12th grade
- Financial aid information
- Naviance
 - College search, Advanced College Search, scattergrams, resume, etc.
- Attend meetings held at Mt Lebanon with College representatives
- Research [scholarships](#) that may be available to you in senior year and junior year
- Pursue and record extracurricular interests/activities (ex. [Naviance](#) resume)

Consultation with Teachers and Administrators 339.32(7)

Four-tier delivery system organized by grade level of guidance curriculum, prevention and intervention, student planning and support

339 Academic and Career Plan/Portfolios

Elementary School

Throughout the school year, all students in grades K-5 participate in classroom counseling lessons exploring and identifying interests, passions and skills as they relate to the world of work. The artifacts are collected into specific career portfolios for all elementary students as they move throughout their elementary school careers. Their portfolios then transition to the middle school with student files once they have completed fifth grade.

Kindergarten:

Kindergarten students listen to a book during their classroom counseling lesson focusing on different careers in the community and tools that are utilized for each career. Students participate in an activity where they match tools to specific jobs. They are then encouraged to complete a poster of what they would like to be when they grow up. The goals of this lesson are for students to explain community and school jobs, identify tools to specific jobs, and school skills that relate to specific jobs.

First Grade

First grade students listen to a book during their classroom counseling lesson focusing on how current interests and skills relate to potential careers. Students then create a poem about what their life will look like 20 years from now. The goals of this lesson are for students to identify jobs they are interested in, explain a responsibility of their choice of job, and identify their likes and dislikes.

Second Grade

Second grade students listen to a book about potential career choices during their classroom counseling lesson. Students then create a poster including their potential career choice, responsibilities of that career, and current learning skills that they could utilize in that career. The goals of this lesson are for students to identify a career(s) that they are interested in, the responsibilities of their job choice, and current learning skills that relate to their job of choice.

Third Grade

In third grade, students engage in multiple classroom counseling lessons focused on career

readiness skills. The first of these lessons focuses on time management and goal setting, where they create their own schedules to assist in balancing school, studies, extracurricular activities, leisure time, and family life. In the following lessons, students are introduced to Molly Moon, an entrepreneur who owns a chain of ice cream shops. The goals of these lessons are for students to learn about entrepreneurship, identify their personal skills and interests, and demonstrate how their interests and skills relate to potential careers. They are also introduced to the concept of budgeting by calculating expense, revenue, profit, and loss for their hypothetical “ice cream shop”.

Fourth Grade

Fourth grade students participate in multiple classroom counseling lessons focused on career readiness. The first lesson that students complete is one that reviews the concept of time management that was introduced in 3rd grade. Students complete a personal schedule to balance their time between school, leisure, and extracurricular activities. For the next lesson, students learn to identify factors that influence career choices as well as basic interests and abilities in developing a career code. The final lesson may be introduced in either 4th or 5th grade and focuses on creating a budget. The goal of this lesson is for students to explain the terms budget, income, and expense and to be able to analyze and apply basic budgeting steps.

Fifth Grade

Fifth grade students continue their exploration of career readiness skills through multiple classroom counseling lessons throughout the school year. The first of these lessons is a review of time management skills where students identify the importance of time management and learn to balance their time between different activities and responsibilities. Students then engage in a lesson focusing on the tools needed to be successful in various career environments. The goal of this lesson is for students to identify “tools” they use in their current job as a student, the difference between concrete items and skills, tools needed for various careers, and cooperative work strategies. Fifth grade students also engage in two lessons focused on making a positive first impression on others, both through speaking/listening and through writing. Students will identify different actions that assist in making a positive first impression and how these actions could be utilized in future careers. The final lesson presented to fifth grade students is one focused on entrepreneurship. At the end of this lesson, students will be able to identify and explain what entrepreneurship is, identify examples of entrepreneurs, and apply and practice the steps in entrepreneurship through creating their own business and action plan.

By the end of MTLSD students’ elementary school careers, students will have completed at least 6 career artifacts to be sent over to the middle school with their student files.

Middle School

Throughout the school year, all students in grades 6-12 participate in counseling lessons/meetings utilizing the Naviance comprehensive college and career readiness platform. This web-based platform guides students as they explore their future academic and career goals. The information from each grade level is cumulative and accessible to students as they progress through their academic careers within the Mt. Lebanon School District.

Mt. Lebanon utilizes Naviance, a web-based portfolio to help students organize their career exploration and plan for the future. Career development is a continuous process. Naviance

enables self-discovery, career exploration, academic planning, and college preparation for students in grades 6-12. Counselors use a variety of strategies to help students begin to expand their thoughts on the world of work. These strategies include: online resources, communication tools and college and career planning. students and their parents/guardians are able to access Naviance outside of the school day via the Mt. Lebanon web portal.

6th Grade

In sixth grade, students are introduced to John Holland, a theorist who developed the Holland Codes of Vocational Personalities and Environments. This theory is one of the most recognized models in career exploration and development. His theory is based upon 6 work personalities (i.e. Realistic, Investigative, Artistic, Social, Enterprising, Conventional) and careers that are found in those environments. John Holland suggested people are most satisfied and successful in careers that can be found within their personality type. Upon completing The Holland Code Quiz, individuals are given a letter score of their top three personalities (ex: SEC - Social, Enterprising, Conventional). Each sixth grade student completes the Career Key survey via their personal Naviance account to discover their individual Holland Code.

7th Grade

All seventh grade students have access to, and participate in, the Strengths Explorer questionnaire via Naviance. The Strengths Explorer is a research-based assessment that is intended to assist students in becoming self aware of various skills and characteristics of which they currently demonstrate. Strengths Explorer assesses ten talents and identifies three specific abilities of which they are most proficient. Research suggests that students demonstrate better success when focusing on strengthening specific talents as opposed to focusing on improving weaknesses. Examples of some of the talent themes explored include: having the ability to think in the future, being dependable, and being confident.

8th Grade

Eighth grade students complete the Career Cluster assessment in Naviance. This inventory gathers data from student input that tracks both patterns and outliers that mark interests in various activities correlated to various career clusters. At the conclusion of the assessment, the students are informed of their top three career clusters and have access to detailed information regarding the requisite educational requirements and occupational outlook for specific careers. The data from the Career Cluster assessment is also a key component of the 9th grade Individual Guidance Planning meeting.

Eighth grade students participate in a Career Day. Career Day presents a combination of in person and virtual career exploration opportunities for the students. Career Day includes a speaker from our Career and Technical School that includes a question and answer session. It continues to provide opportunities for students to learn day-to-day responsibilities, educational qualifications, and other information that is essential for each career. At the conclusion of Career Day students complete a reflection about their experience with the day.

Eighth grade Students have the opportunity to visit the local Career and Technical School prior to the end of their middle school career. After visiting the Career and Technical School, students complete a reflection survey that identifies their interests post visit.

In summary, students in 6th, 7th and 8th grade participate in grade level Career lessons each year completing accompanying artifacts that are maintained in their Naviance career folder. This information is shared with high school counselors at transition.

High School

9th Grade

Annually, all 9th grade students are invited to meet with their parents and counselor for an Individual Guidance Meeting. The Individual Guidance Plan (IGP) document is electronic; however, it can be accessed via the student's Dashview account. The IGP document will continue with them through high school, maintaining a student's educational objective, career goals, graduation requirements, quality point average, standardized test information, and current and past grades. Additionally, students are introduced to the Resume Builder, in Naviance, to begin tracking their activities, career interests, and high school objectives. The student's name, date, homeroom, and ID number can all be found on the document. Our IT department is responsible for the document staying current and accurate.

10th Grade

Mt. Lebanon utilizes Naviance, a web-based portfolio that helps students organize their high school career and plan for the future. Career development is a continuous process. Counselors use a variety of strategies to help students begin to expand the world of work. These strategies include: online resources, communication tools and college and career planning. In 10th grade, students complete the "Personality" assessment (based upon the Myers-Briggs collection) to give them direction with potential career options. Students then research those careers and identify 1-2 that they believe are potential career paths. In addition, students reflect upon their results and update their resumes. Students also have access to the Career Interest Profiler Finder, a tool based on Holland's theory and aligns one's personality with potential careers. All data collected from the surveys is uploaded on to the IGP document along with their post secondary goals. Soft skills such as attendance, tardies, and grades, are markers of the strength of their interpersonal, communication, and collaboration skills. These indicators are tracked throughout their high school career and noted on the document. Additionally, students engage in a 4 year planning guide where they select courses based on their post secondary and potential career plans and are given the opportunity to participate in the PSAT and to attend college meetings.

11th Grade

Annually, all 11th grade students are invited to meet with their parents and counselor for the student's eleventh grade IGP (Individual Guidance Plan) meeting. This meeting offers an opportunity for families and students to engage their school counselor in a discussion about academics, graduation planning, post-secondary planning, and career interests/goals. These meetings are scheduled at the beginning of the second semester of a student's junior year. Additionally students are given the opportunity to participate in the PSAT and attend college meetings. During their English 11, Environmental Science, U.S. History and Mathematics courses, eleventh grade students complete an activity to start their college common application and/or a job application and explore careers in the sciences, social sciences and engineering fields. These activities help the student to engage in their future planning. Staff members are abreast of a student's academic and career plans because they have access to the IGP document. Teachers also have individual Naviance accounts that provide access to student resumes and other academic and career interests for future planning. Teachers are updated on the use and access of Naviance on a yearly basis. Case Managers, of special education students, are invited to attend the IGP conference.

12th Grade

The student Academic and Career Portfolio is addressed all 4 years while a student is in high school. The document is a compilation of the most important aspects of each year of high school and a tracking method to look at career goals and academic objectives. Meetings begin in 9th grade to transition students to the high school and create an awareness of the Academic and Career plan. Ninth graders are introduced to the Resume Builder and encouraged to utilize the system throughout their time at the high school. Sophomores complete a career unit, assessing career opportunities and post secondary options. Counselors meet with juniors to discuss their academic and post secondary plans. Seniors meet with counselors at the beginning and end of the year. Gatherings at the beginning of the year assess the students' post secondary plans and discuss the process in applying to a college, a technical school, the military, etc. Outcome meetings occur at the end of the year where seniors answer questions so that counselors can track their post secondary plans and submit alumni reports.

Stakeholder Involvement 339.32(8) and (9)

Career Guidance Services action plan that shows how each stakeholder group benefits from or assists with delivering guidance services

Students

Students will benefit by building skills, knowledge, and attitudes necessary for them to become healthy productive adults. Their participation in the activities below will encourage their individual development. Students participate in individual student planning to develop goals related to their interests, abilities, and future plans. Students will participate in school wide activities, classroom lessons by grade, group lessons, individual student support and interdisciplinary collaboration.

Parents

Parents are an invaluable support system that enable our students to successfully navigate through their educational program. Parents will advocate and assist their children in making appropriate choices in the areas of personal/social, academic, and career development. Parents provide input to the school counseling program through their participation in a variety of school related activities i.e., Career Day, Individual Guidance Meetings, Field Trips.

Postsecondary

Post-secondary partners will collaborate with the school counseling program to expose students to various post secondary settings and opportunities, which will lead to their future success. Specific examples include: Career Day, Naviance Exploration, College meetings, Parkway visits, Lunch and Learns.

Educators

Educators will provide ongoing support and information for parents/guardians and students regarding the child's personal, social-emotional, academic and career development, and to provide a valuable link between the classroom and home. Educators will be made aware of the mission and goals of the counseling program through the school counseling website, school counseling bulletin/newsletters and presentations.

Businesses

The business community (including the Mt. Lebanon police and fire departments) may design activities to help school counselors, faculty, parents and students become knowledgeable of community resources, safety procedures and local culture/activities available in the surrounding area. As partners, members of the business community will provide opportunities to job shadow and participate in apprenticeship experiences. Students utilize the AIU experiences, UPMC medical facility, Zoology, Cadaver Lab.

Community Agencies

The business community (including the Mt. Lebanon police and fire departments) may design activities to help school counselors, faculty, parents and students become knowledgeable of community resources, safety procedures and local culture/activities available in the surrounding area. As partners, members of the business community will provide opportunities to job shadow and participate in apprenticeship experiences. Students utilize the AIU experiences, UPMC medical facility, Zoology, Cadaver Lab.

Annual Career Guidance Services Stakeholder Group meeting agenda, minutes, action steps and solutions

Act 339 Stakeholder Meeting

2/5/24

6-7 PM

Attendees:

1. Dr. Jennifer Shuman, Director of Special Education and Student Services
2. Dr. Joseph Scullo, Assistant Superintendent of Elementary Education
3. Dr. Sarah Shaw, Jefferson Middle School Principal, Supervisor of Secondary School Counseling Department (6-12)
4. Mr. Brett Bielewicz, Jefferson Elementary School Principal, Supervisor of Elementary School Counseling Department (K-5)
5. Ms. Amanda Sable- Allegheny Children's Institute, SAP Liaison
6. Ms. Carlie McGinty, Interim Department Chair, HS Counseling
7. Ms. Vincenne Revilla, Point Park University Professor
8. Ms. Allison Levison, Jefferson Middle School Counselor
9. Ms. Beth Dalmagro, The Bradley Center
10. Ms. Maggie Zangara, Outreach Teen and Family Services
11. Ms. Sarah Reed, Parent
12. Mr. Nolan Reed, Elementary Student
13. Mr. Michael Reed, ELL teacher, Principal Intern
14. Ms. Annamaria Johnson, Board Member, Parkway CTC Representative
15. Ms. Sarah Hoffman, HS student
16. Ms. Shira Akamatsu, Jefferson Elementary School Counselor
17. Ms. Rachel Jackson, High School Counselor

Minutes:

- [Presentation on K-12 Guidance Plan](#) (30 min)
- Feedback session (25 min)

Comments:

- Question- Is there continual assessment? Is there an opportunity to tweak or fine tune

programming options, career choices, etc.- Mrs. McGinty responded that HS students have been surveyed after the career unit and changes were made accordingly

- Comment- Parent stakeholder appreciated the individualized plan and parent/student/counselor meetings for 9th and 11th graders. She also liked receiving a copy of the plan to refer to.
- Question- What resources are provided to parents as students are moving through this process? In other words, how can they help support and guide?
- Question- Based on professional experience, there are four leadership categories: knowledge, experience, behavior, and motivation. How are we addressing the behavioral component such as communication, emotional intelligence, networking?
- Comment- The time and attention given to students and parents through the individualized plans is beneficial and something that other districts do not do.

Follow Up Studies 339.32(10)

Studies to determine effectiveness of career guidance services

Signature and Assurance

Mt. Lebanon conducts an annual alumni survey to obtain valuable data regarding the quality of our programs and to guide improvements. Questionnaires were mailed to 428 graduates from the Class of 2022. 63 questionnaires were completed (14.7% return rate). 51.8% of the respondents made their current career decision during high school and 33.9% had not yet made a career decision.

A wide range of services were evaluated using a five-point scale.
5=Excellent 4=Good 3=Average 2=Poor 1=Unsatisfactory

The overall rating for the counseling department was 4.08 and the career exploration and planning services was 3.67. 47.6% of respondents indicate that additional emphasis should be placed on career exploration.

Based on this data, the counseling department significantly revised their 10th grade career unit. We will compare the data from the Class of 2023 to determine what additional changes can continue to make our career services a valuable resource for our students.

Additionally, students are surveyed after each career experience. These surveys are reviewed by the counselors to help guide future career readiness planning.