

ELIZABETH FORWARD SCHOOL DISTRICT

K-12 Guidance Plan 2024-2027



401 Rock Run Road
Elizabeth, PA 15037



www.efsd.net

School District - Overview

The Elizabeth Forward School District is comprised of Elizabeth Township, Forward Township and Elizabeth Borough, encompassing a combined land area of 43.3 square miles along the Monongahela River in the southeastern corner of Allegheny County. The school district is located approximately 15 miles southeast of the city of Pittsburgh.

The school district was formed in 1955 because of a merger of schools in Elizabeth Township, Forward Township and Elizabeth Borough. The population of the school district is 17,450 based on the 2020 United States Census Bureau data. District schools include Central Elementary (K-5), Greenock Elementary (K-2), Mount Vernon Elementary (3-5), William Penn Elementary (K-5), Middle School (6-8), High School (9-12). Total K-12 student enrollment is 2,499 and there are approximately 300 professional (instructional), support, and administrative staff employed by the school district.

School Counseling Program - Overview

The school district employs seven (7) school counselors and one (1) guidance secretary at the High School. Three (3) of the counselors have been with the school district as a school counselor for less than one (1) year. They are quickly learning the students, staff, parents, school community and job responsibilities. The counselors job assignments and the total number of students that they are assigned are listed below:

- Jalynn Myers – Central (306) & Greenock (199) Elementary Schools
- Alexandria Schaut – Mount Vernon (199) & William Penn (328) Elementary Schools
- Natalie Bowers – Middle School (284)
- Crista Scalfari – Middle School (261)
- Jennifer Hogan – High School (204)
- Joseph McManus – High School (220)
- Jillian Monti – High School (325)

Guidance Plan Profile

Chief School Administrator

Mr. Keith Konyk

412-896-2305

kkonyk@efsd.net

Lead Counselor

Mr. Joseph McManus

412-896-2347

jmcmamus@efsd.net

Guidance Mission Statement

The mission of the Elizabeth Forward school counseling department is to empower students through academics, career readiness, and meeting the social/emotional goals for every student in their personal development and intellectual growth.

Affiliation With a Career and Technical Center (CTC)

For more than thirty (30) years, Elizabeth Forward offers students in grades 10-12 the opportunity to attend a ½-day curriculum at Steel Center for Career and Technical Education (CTE). Steel Center currently offers seventeen (17) different program pathways to prepare students to be career ready. These program pathways will be mentioned in the 'Occupational Information' section [339.32(3)].

Board-Approved Guidance Plan 339.31

Date last approved by Elizabeth Forward School Board – March 20, 2024 (Anticipated)

Guidance Overview

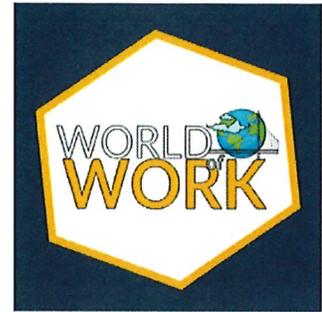
Elizabeth Forward recognizes that students come to school with many needs. While academics, achievement, and goal setting are essential for student success, our school counselors also assist students with their mental health, social-emotional needs, and with meeting their basic needs of clothing, food, and shelter. The school board recognized these additional student needs and added two and one-half (2.5) school counselor positions since the last Guidance Plan was adopted in 2017.

Currently, the district is using the SmartFutures online career planning and portfolio platform to introduce students to careers and clusters that match students with their interests to help students be ready for post-secondary success.

In the past year, Elizabeth Forward has been working with Ashli Detweiler, an administrator with the Duquesne City School District, to implement the World of Work program. This is a K-8 learning framework that gives students early exposure and self-awareness to career paths. The next two (2) pages provide an overview of World of Work followed by John Holland's RIASEC Theory that embodies identifying careers where people share similar interests, abilities, attitudes, and values. World of Work training and implementation will take several years for our K-8 students and staff. In several years, district administration and staff will explore how World of Work can also be realized in Grades 9-12.

WORLD OF WORK

Overview



Pittsburgh World of Work is a cross-district collaboration to bring career readiness into the lives of young people. The districts that first partnered this framework include Avonworth, Duquesne City, Elizabeth Forward and South Fayette Township. This beautiful partnership allows all students, regardless of their zip code, to have an equitable learning experience through self and career exploration.

World of Work is a career education and exploration framework designed to help expose students to a variety of professional careers and opportunities. Students learn about careers, explore skills needed for those careers, and even meet and engage with a professional in that specific career. Students that go through the World of Work framework will be exposed to 54 different careers in grades Kindergarten through Eighth Grade that are aligned to John Holland's RIASEC Theory. RIASEC is an acronym that represents "realistic, investigative, artistic, social, enterprising and conventional." This framework ensures that every child, in every grade, has the unique opportunity to learn about a career that may directly align to their individual and unique interests.

CAREER EXPLORATION

RIASEC LANGUAGE

RIASEC, the most widely adopted framework for interest measurement, is a taxonomy for Realistic Doers, Investigative Thinkers, Artistic Creators, Social Helpers, Enterprising Persuaders, and Conventional Organizers. The RIASEC language used by Elizabeth Forward invites students to explore their interests, develop an understanding of the language, and advance possibilities for all students by aligning their strengths, interests, and values to academic and career-related learning.

The RIASEC framework helps students connect their strengths, interests, and values to academic and career options. With the RIASEC approach, Elizabeth Forward is creating a common language of career exploration used by colleges, universities, and the Department of Labor to make powerful connections between classroom learning, post-secondary education, and the job world.

Building a common language helps students develop an understanding and ability to articulate “who am I and who I think I want to become.” It all works together to build a solid foundation for career exploration, providing them with a more profound understanding to connect their learning to their ideal post-secondary options and career paths. As we continue to foster the RIASEC culture in Elizabeth Forward, we support students toward a future where they can thrive by embracing who they are and developing strong relationships with classmates, teachers, and extended staff.

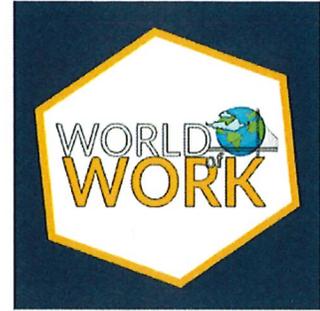
Elizabeth Forward takes a student-centered approach and understands the importance of the human process of personal development.



REALISTIC INVESTIGATIVE ARTISTIC
SOCIAL ENTERPRISING CONVENTIONAL

WORLD OF WORK

Careers



REALISTIC

Construction Worker (K)
Veterinarian (1st)
Firefighter (2nd)
Beekeeper (3rd)
Electrician (4th)
Forester (5th)
Commercial Pilot (6th)
Diesel Technician (7th)
Aerospace Engineer & Operations Technicians (8th)

INVESTIGATIVE

Police Officer (K)
Dentist (1st)
Entomologist (2nd)
Paleontologist (3rd)
Surgeon (4th)
Chemist (5th)
Meteorologist (6th)
Cyber Security (7th)
Forensic Scientist (8th)

ARTISTIC

Artist (K)
Photographer (1st)
Musician (2nd)
Comic Book Writer (3rd)
Journalist (4th)
Choreographer (5th)
Museum Curator (6th)
Announcer (7th)
Architect (8th)

SOCIAL

Nurse (K)
Mail Carrier (1st)
Fitness Trainer (2nd)
Interior Designer (3rd)
Park Naturalist (4th)
Counseling Psychologist (5th)
Community Organization Director (6th)
Interpreter (7th)
Dietician (8th)

ENTERPRISING

Baker (K)
Military (1st)
Chef (2nd)
Landscaping Contractor (3rd)
Real Estate Agent (4th)
Entrepreneur (5th)
Judge (6th)
Travel Agent (7th)
Marketing Manager (8th)

CONVENTIONAL

Farmer (K)
Banker (1st)
Engineer (2nd)
Teacher (3rd)
Computer Programmer (4th)
Theme Park Engineer (5th)
Team Assembler (6th)
Financial Analyst (7th)
Lawyer (8th)

Career and Technical Curricula 339.32(1)

The following are Monthly Program Calendars for guidance services offered at each grade level band.

A = Academic

C = Career

P/S = Personal/Social

Elizabeth Forward Elementary Schools

		K - Grade 2	Grade 3 -5
August	A	504, GIEP and IEP Plan Management	504, GIEP and IEP Plan Management
	C	WoW & SmartFutures planning	WoW & SmartFutures planning
	P/S	Kindergarten and new student orientation	Transition activity
September	A	School supplies, School readiness	School supplies, School readiness
	C	Open House - Guidance memo, SBT table	Open House - Guidance memo, SBT table
	P/S	Intro lessons	Intro lessons
October	A	Red Ribbon Week	Red Ribbon Week
	C	Fire and Police Safety visit	Fire and Police Safety visit
	P/S	National Bully Prevention	National Bully Prevention
November	A	Parent-Teacher Conferences	Parent-Teacher Conferences
	C	Veteran's Day Activities	Veteran's Day Activities
	P/S	Grief Awareness, World Kindness	Grief Awareness, World Kindness
December	A	Classroom Self Awareness	Classroom Study skills
	C	WoW RIASEC party, peer2peer	WoW RIASEC party, peer2peer
	P/S	Christmas Programs	Christmas Programs
January	A	MAPs Testing, PBIS Tier 2	MAPs Testing, PBIS Tier 2
	C	Semester Academic Review, Future Ready	Semester Academic Review, Future Ready
	P/S	Goal setting, Social Skills	Goal setting, Social Skills
February	A	Kindergarten District Parent Meeting	5th grade Academic classroom lesson
	C	Parent Survey Career Day	Parent Survey Career Day
	P/S	SEL Classroom Lessons	SEL Classroom Lessons

March	A	Read Across America	5th grade Middle School Presentation
	C	Career Lesson	WoW career lesson
	P/S	Kindergarten Fun Nights	SEL Classroom Lessons
April	A	Test Taking Confidence	PSSA Testing, Rewards/Incentives
	C	Take Your Child To Work, Career Day Prep	Take Your Child To Work, Career Day Prep
	P/S	SEL Classroom Lessons	SEL Classroom Lessons
May	A	Kindergarten registration	End of Year MAPS test
	C	Career Day, Science Rodeo	Career Day, Science Rodeo
	P/S	Fun to Be a Kind Day	Fun to Be a Kind Day
June	A	K-11 Step-Up Day	K-11 Step-Up Day
	C	Code reminder	Code reminder
	P/S	Summer Safety, post Crisis #	Summer Safety, post Crisis #
July	A	K and 1 Readiness Programs	-
	C	Summer Enrichment opportunities	Summer Enrichment opportunities
	P/S	Guidance Curriculum Prep, Prof Dev	Guidance Curriculum Prep, Prof Dev
Ongoing		Individual Student Meetings (All 3 domains)	Individual Student Meetings (All 3 domains)
		Guidance Consultation	Guidance Consultation
		Special Education/Gifted Referrals	Special Education/Gifted Referrals
		PBIS Team Meetings	PBIS Team Meetings
		Parent communications	Parent communications
		Crisis Counseling	Crisis Counseling
		Grade Level Team Meetings	Grade Level Team Meetings

Elizabeth Forward Middle School

A = Academic

C = Career

P/S = Personal/Social

		6 th Grade	7 th Grade	8 th Grade
August	A	Summer Scheduling, Roster Review, 6th gr Orientation, Schedule conflicts, Special Ed consults		
	C	RIASEC team meeting, RIASEC staff inventory, Beable prep		
	P/S	Plan Bully-proofing/Digital Citizenship, PBIS coaches meeting, SAP liaison meeting		
September	A	504s, Team meetings, Open House, New teacher mtgs, NWEA testing, Grade Level Mtg		
	C	Community networking, RIASEC intro lesson, BEable6		
	P/S	Intial SAP meeting, SBT consult, New student check-ins, PBIS kick off, Suicide Prevention		
October	A	Academic Review Meetings, PBIS campaign 1, PSSA #s, Guidance Dept mtg, CDTs		
	C	BizTown lessons 6, RIASEC codes, Consortium meeting, WoW district parent mtg		
	P/S	Bully Prevention Kick-off, DC intro & Lesson. Red Ribbon Week, SAP M1 review, Pink out		
November	A	DC SRO Lesson 6, Hershey PBIS		
	C	BizTown 6, WoW professional dev		
	P/S	Grief Awareness, Food Drive, World Kindness Day, Pass the Turkey, Veteran's Day		
December	A	Academic Review Meetings, PIMS coding, Prog of Studies		
	C	RIASEC party, Rotary, District Thrive mtg		
	P/S	Elf Fund List, Holiday check-ins, Kind Christmas,		
January	A	NWEAs, IDF report, Dept meeting Master Schedule, Prog of Studies Board, Remediation		
	C	8th grade Career Plans, Guidance Dept mtg		
	P/S	DC SRO Lesson 8, post-holiday check-ins		
February	A	IDF meetings, CSP 7&8, HS CSP, Prepare to Build, CDT		
	C	RIASEC lead teacher team meeting, Guidance Advisory Council mtg		
	P/S	School Counselor Day, Random Act of Kindness, DC SRO lesson 7, Round 2 groups		

March	A	CSP 6, PSSA prep, Build
	C	RIASEC Pillar 2, Individual Career Plans
	P/S	Testing confidence messages, Wellness activities
April	A	PSSA Testing, Enter course requests
	C	Rotary - career speakers, Guidance updates, Smart Futures Grade 8
	P/S	PSSA snacks, Attendance incentives
May	A	Keystones, Step Up Day, Accelerated EOY
	C	RIASEC wrap up, Smart Futures grade 7
	P/S	PBIS & BP wrap-up
June	A	8th Grade Picnic, Awards, Career Day
	C	Review all artifact completion
	P/S	Failure Notification, Master Scheduling, SAP report
Ongoing	All	Individual counseling. SAP. Teacher, admin, parent consult. Parent meetings, Beable grade 6, AIU counselor mtg, SHADA meetings, New staff mentoring. Guidance department meetings
	A	Behavioral specialist consult. Grade review
	C	RIASEC. Thrive
	P/S	Bully-proofing lessons, PBIS lessons

Elizabeth Forward High School

A = Academic

C = Career

P/S = Personal/Social

		9th Grade	10th Grade	11th Grade	12th Grade
August	A	Summer Scheduling, New Student Meetings, Schedule Conflicts, Special Education Consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT			
	C	Freshmen Orientation, Starting Bridges Classes	Introduction to vocational school	Starting Stock Market and Money Management Classes	Applying to colleges
	P/S	SAP meetings, Individual and Group student meetings			
September	A	Scheduling conflicts, College Fair preparation, Open House, Individual and Group student meetings, ACT testing, 504 plan meetings, IEP meetings			
	C	Bridges Class	Annual College Fair	Financial Aid Night, NHS Selection and Induction Ceremony	SAT/ACT, Transcripts, College in HS, College applications, Letters of recommendation, Scholarships, Financial Aid Night
	P/S	Attending SAP and PBIS meetings			
October	A	Scheduling, PSAT preparation/testing, Individual and Group Counseling, SAT testing, 504 plan meetings, IEP meetings			
	C	Bridges Class	Steel Center Guidance Counselor meetings	Steel Center Guidance Counselor meetings	College applications, Transcripts, Letters of recommendation, Scholarships
	P/S	Attending SAP and PBIS meetings			
November	A	Summer Scheduling, New Student Meetings, Schedule Conflicts, Special Education Consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT			
	C	Freshmen Orientation, Starting Bridges Classes	Shadowing meetings for vocational education	Starting Stock Market and Money Management Classes	Applying to colleges
	P/S	SAP meetings, Individual and Group student meetings			

December	A	Scheduling conflicts, Open House, Individual and Group student meetings, ACT testing, 504 plan meetings, IEP meetings, Keystone testing			
	C	Bridges Class, Steel Center Tour, Steel Center Presentations	Steel Center Tour	Life Skills field trip to potential employers	College apps, Transcripts, Letters of recommendation, Scholarships, Career Field trips, OVR Transition Coordination, PNC Partner Up
	P/S	Attending SAP and PBIS meetings			
January	A	Summer Scheduling, New Student Meetings, Schedule Conflicts, Special Education Consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT, Scholarship Meetings, Keystone testing			
	C	Grade Level Group Presentation for Scheduling	Grade Level Group Presentation for Scheduling, Assist with Steel Center Vocational applications	Grade Level Group Presentation for Scheduling, Assist with Steel Center Vocational applications	College apps, Transcripts, Letters of recommendation, Scholarships
	P/S	SAP meetings, Individual and Group student meetings			
February	A	ASVAB, Summer Scheduling, New Student Meetings, Schedule Conflicts, Special Education Consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT			
	C	Small Group Support for Scheduling	Challenge Program, Small Group Support for Scheduling, ASVAB, Assist with Steel Center Vocational applications	Challenge Program, Small Group Support for Scheduling, Assist with Steel Center Vocational applications	College apps, Transcripts, Letters of recommendation, Scholarships, scholarship classroom presentation
	P/S	SAP meetings, Individual and Group student meetings			

March	A	Summer Scheduling, New Student Meetings, Schedule Conflicts, Special Education Consultations, 504 plan meetings, IEP meetings, SSD accommodations for SAT/ACT			
	C	Bridges Class, Career Exploration and field trips	Assist with Steel Center Vocational applications	Stock Market and Money Management, Assist with Steel Center Vocational applications	College apps, Transcripts, Letters of recommendation, Scholarships
	P/S	SAP meetings, Individual and Group student meetings			
April	A	Individual Meetings with students for scheduling and career exploration Attending SAP, PBIS meetings, 504 plan meetings, IEP meetings, Steel Center Guidance Counselor Meetings			
	C	Career exploration field trips	Career exploration field trips	Career exploration field trips	College applications, Transcripts, Letters of recommendation, Scholarships
	P/S	SAP meetings, Individual and Group student meetings			
May	A	Individual Meetings with students for scheduling and career exploration, 504 plan meetings, IEP meetings. Step Up Day, AP Test Administration, Keystone Testing Administration, build Master Schedule, senior exit interviews			
	C	Collecting Career Artifacts	Collecting Career Artifacts	NHS Selection and Induction Ceremony, Collecting Career Artifacts	College applications, Transcripts, Letters of recommendation, Scholarships
	P/S	SAP meetings, Individual and Group student meetings, Awards Night, Elite 20			
June	A	Individual Meetings with students for scheduling and career exploration Attending SAP, PBIS meetings, 504 plan meetings, IEP meetings, Steel Center Guidance Counselor Meetings			
	C	Field Trips	Field Trips	Field Trips	College applications, Transcripts, Letters of recommendation, Scholarships, ACT
	P/S	SAP meetings, Individual and Group student meetings			

Educational Career Plan 339.32(2)

As mentioned earlier, the school district uses the SmartFutures online platform to introduce students to a variety of careers while developing an interest inventory. As students complete different activities, a Career Plan starts to develop. Each 11th grade student completes the form below to document the Career Standard completed.

11th Grade Smart Futures Activity Checklist

High School - Artifact Completion



The following activities **must** be completed **prior to April 30th, 2024**. If you need assistance in completing the activities, please call Mrs. Hogan at 412-896-2362 or email jhogan@efsd.net. If you have already completed some of the required activities, it is noted in the “completed” column. The 5 activities marked in red **must** be completed. At minimum, you need to complete **3 additional** for a total of **8 activities**. Thank you.

Activity Number	Activity Name	Standards	Date Completed
1	Thinking About Career Success	Career Awareness and Preparation & Entrepreneurship	
2	My Personality Type	Career Awareness and Preparation & Career Retention and Advancement	
5	Abilities and Aptitudes	Career Awareness and Preparation	
6	Personal Interests	Career Awareness and Preparation	
7	Career Clusters	Career Awareness and Preparation	
9	Selecting Your Career Goal	Career Awareness and Preparation	
12	Job Interviews	Career Acquisition (Getting A Job)	
13	Active Listening	Career Acquisition (Getting A Job) & Career Retention and Advancement	
14	The Entrepreneur Within	Entrepreneurship	
16	Multiple Intelligences	Career Awareness and Preparation	

Occupational Information 339.32(3)

External Resources by the National Career Cluster 339.32(3)

School: ELIZABETH FORWARD HIGH SCHOOL (Primarily used to identify post-secondary options)

The National Career Clusters® Framework is an organizing tool for career and technical education (CTE) to bridge education and work. The goal of the Framework is to provide structural alignment and a common language to group jobs with similar skill sets, interests, and abilities. Each of the 16 identified career clusters contains a sub-grouping called a career pathway. There are 79 career pathways in the National Career Cluster Framework. (The information below can be found at the [ASVAB Career Exploration Program link](#)).

Career Clusters	
Agriculture, Food & Natural Resources	Hospitality & Tourism
Architecture & Construction	Human Services
Arts, A/V Technology, & Communications	Information Technology
Business Management & Administration	Law, Public Safety, Corrections, & Security
Education & Training	Manufacturing
Finance	Marketing
Government & Public Administration	Science, Technology, Engineering, & Math
Health Science	Transportation, Distribution, & Logistics

(The information below can be found at the [ASVAB Career Exploration Program link](#)).

Agriculture, Food & Natural Resources

Career Pathways:

- Agribusiness Systems
- Animal Systems
- Environmental Service Systems
- Food Products & Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural & Technical Systems

Jobs Include:

- *Farmers, Ranchers, and Other Agricultural Managers*
- *Animal Scientists*
- *Environmental Engineers*
- *Food Scientists and Technologists*
- *Forest and Conservation Technicians*

- *Biological Technicians*
- *Agricultural Engineers*

Links: FarmingWork.com
AgCareers.com
AgHires
Farm Job Search

Architecture & Construction

Career Pathways:

- Construction
- Design/Pre-Construction
- Maintenance/Operations

Jobs Include:

- *Construction Trades (Carpenters, Electricians, Plumbers, Pipefitters, Steamfitters, Brickmasons)*
- *Construction Laborers*
- *Fence Erectors*
- *Derrick Operators, Oil & Gas*
- *Crane & Tower Operators*
- *Carpet, Stone, & Tile Installers*
- *Solar Energy Installation Managers*

Resources: Steel Center for CTE – [Building Trades & Maintenance](#)
Steel Center for CTE – [Carpentry](#)
Steel Center for CTE – [Electrical Construction](#)
Steel Center for CTE – [HVAC-R](#)
Steel Center for CTE – [Welding](#)

Links: Archinect
Builders Guild of Western PA
Constructionjobs.com
Careers in Construction

Arts, Audio/Visual Technology, & Communications

Career Pathways:

- Audio and Visual Technology & Film
- Journalism & Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

Jobs Include:

- *Film and Video Editors*

- *Audio Technicians*
- *Fine Artists including Painters, Sculptors and Illustrators*
- *Photographers*
- *Media Programming Directors*
- *Technical Directors and Managers*
- *Actors (including Dancers and Singers)*

Resources: Steel Center for CTE – [Advertising and Design](#)

Links: [Mediabistro](#)
[Pittsburgh CLO](#)
[Screen Actors Guild-American Federation of Television & Radio Artists \(SAG-AFTRA\)](#)
[The Muse](#)
[WayUp](#)

Business Management & Administration

Career Pathways:

- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management

Jobs Include:

- *Accounting, Bookkeeping, and Auditing Clerks*
- *Executive Secretaries*
- *Postal Workers*
- *General and Operations Managers*
- *Computer and Information Systems Managers*
- *Investment Fund Managers*
- *Human Resources Managers, Compensation and Benefits Managers*
- *Facilities Managers*
- *Solar Energy Installation Managers*
- *Purchasing Managers*

Resources: Four (4) Year Colleges/Universities

Links: [Community College of Allegheny County \(CCAC\)](#)

Education and Training

Career Pathways:

- Administration and Administrative Support
- Professional Support Services
- Teaching/Training

Jobs Include:

- *Education Administration, Kindergarten through Secondary*
- *Educational, Guidance and Career Counselors and Advisors*
- *Library Technicians*
- *Teachers, Coaches, Tutors, Professors, and Assistants*

Resources: Four (4) Year Colleges/Universities

Links: [Community College of Allegheny County \(CCAC\)](#)

Finance

Career Pathways:

- Accounting
- Banking Services
- Business Finance
- Insurance
- Securities & Investments

Jobs Include:

- *Accountants and Auditors*
- *Credit Analysts*
- *Tellers*
- *Financial and Investment Analysts/Managers*
- *Actuaries*
- *Personal Financial Advisors*

Resources: Four (4) Year Colleges/Universities

[Community College of Allegheny County \(CCAC\)](#)

Links: [eFinancialCareers](#)
[Financial Job Bank](#)

Government & Public Administration

Career Pathways:

- Foreign Service
- Governance
- National Security
- Planning
- Public Management and Administration

Jobs Include:

- *Compliance Officers*
- *Transportation Security Screeners*
- *Infantry and Officers*

- *Special Forces*
- *Statistical Assistants*
- *Urban and Regional Planners*

Resources: Four (4) Year Colleges/Universities
[U.S Military Branches](#)

Links: [Jobs at TSA](#)
[Civil Service Jobs in PA](#)

Health Science

Career Pathways:

- Biotechnology Research and Development
- Diagnostic Services
- Health Informatics
- Support Services
- Therapeutic Services

Jobs Include:

- *Biomedical Engineers*
- *Radiologist Technologists and Technicians*
- *Medical Records Specialists*
- *Pharmacy Technicians*
- *Speech and Language Pathology Assistants*
- *Various Nurses, Therapists, Aides and Assistants*
- *Various Medical Doctors*

Resources: Steel Center for CTE – [Health Assistants](#)
 Steel Center for CTE – [Medical Professions](#)
 Steel Center for CTE – [Sports Medicine & Rehabilitation Professions](#)
 Steel Center for CTE – [Veterinary Assistant](#)
 Four (4) Year Colleges/Universities
[Community College of Allegheny County \(CCAC\)](#)

Links: [Highmark Jobs](#)
[Independence Health System Jobs](#)
[UPMC Jobs](#)

Hospitality & Tourism

Career Pathways:

- Lodging
- Recreation, Amusements & Attractions
- Restaurants and Food/Beverage Services

- Travel and Tourism

Jobs Include:

- *Hotel, Motel, and Resort Desk Clerks*
- *Amusement and Recreation Attendants*
- *Gambling Establishment Workers*
- *Umpires, Referees and Sports Officials*
- *Bakers, Chefs, Cooks, Food Service Workers, Waiters/Waitresses*
- *Travel Agents/Guides*

Resources: Four (4) Year Colleges/Universities
Restaurants and Lodging establishments
Steel Center for CTE – [Baking and Pastry Chef](#)
Steel Center for CTE – [Culinary Arts](#)

Links: [AAA Jobs](#)

Human Services

Career Pathways:

- Consumer Services
- Counseling & Mental Health Services
- Early Childhood Development & Services Business
- Family & Community Services
- Personal Care Services

Jobs Include:

- *Loan Officers*
- *Marriage and Family Therapists*
- *Childcare Workers & Nannies*
- *Child, Family and School Social Workers*
- *Hair Stylists and Barbers*
- *Tailors, Dressmakers and Custom Sewers*

Resources: Four (4) Year Colleges/Universities
Steel Center for CTE – [Cosmetology](#)
Local businesses

Links: [Community College of Allegheny County \(CCAC\)](#)

Information Technology

Career Pathways:

- Information Support and Services
- Network Systems
- Programming and Software Development

- Web and Digital Communications

Jobs Include:

- *Information Technology Project Managers*
- *Database Administrators*
- *Childcare Workers & Nannies*
- *Network and Computer Systems Administrators*
- *Computer Programmers and Software Developers*
- *Web Developers*

Resources: Four (4) Year Colleges/Universities
Steel Center for CTE – [Cybersecurity and Network Technology](#)

Links: [Community College of Allegheny County \(CCAC\)](#)

Law, Public Safety, Corrections & Security

Career Pathways:

- Correction Services
- Emergency and Fire Management Services
- Law Enforcement Services
- Legal Services
- Security & Protective Services

Jobs Include:

- *Correctional Officers and Jailers*
- *Firefighters and Emergency Medical Technicians*
- *Police and Sheriff's Patrol Officers*
- *Lawyers, Judges, Magistrate Judges, Hearing Officers, Legal Assistants*
- *Gambling Surveillance Officers and Security Guards*

Resources: Four (4) Year Colleges/Universities
Steel Center for CTE – [Public Safety](#)

Links: [Community College of Allegheny County \(CCAC\)](#)
[PA State Police](#)
[PA Chiefs of Police Association](#)

Manufacturing

Career Pathways:

- Health, Safety and Environmental Assurance
- Logistics and Inventory Control

- Maintenance, Installation & Repair
- Manufacturing Production Process Development
- Production
- Quality Assurance

Jobs Include:

- *Equipment Repairers, Technicians, and Installers*
- *Industrial, Mechanical, Electrical and Electronic Engineering Technologists and Technicians*
- *Machinists and various jobs in assembly processes*
- *Inspectors, Testers, Sorters, Samplers and Weighters*

Resources: Four (4) Year Colleges/Universities
PA Technical Schools
Trade Schools

Links: [Community College of Allegheny County \(CCAC\)](#)

Marketing

Career Pathways:

- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Sales

Jobs Include:

- *Public Relations, Advertising and Market Research Analyst*
- *Marketing Specialists*
- *Wholesale and Retail Buyers*
- *Cashiers, Real Estate Sales Agents, Telemarketers and Various Sales Agents*

Resources: Four (4) Year Colleges/Universities
Various Local and National Chain Retail Businesses

Links: [Community College of Allegheny County \(CCAC\)](#)

Science, Technology, Engineering & Mathematics

Career Pathways:

- Engineering and Technology
- Science and Mathematics

Jobs Include:

- *Engineers*
- *Scientists, Chemists, Physicists, Microbiologists, Historians, Political Scientists and Geneticists*
- *Mathematicians and Statisticians*

Resources: Four (4) Year Colleges/Universities

Transportation, Distribution & Logistics

Career Pathways:

- Facility and Mobile Equipment Maintenance
- Health, Safety and Environmental Management
- Logistics Planning & Management Services
- Sales and Service
- Transportation Operations
- Transportation Systems/ Infrastructure Planning, Management and Regulation
- Warehousing and Distribution Center Operations

Jobs Include:

- *Bus and Truck Mechanics and Diesel Engine Specialists*
- *Logistics Analysts*
- *Billing and Posting Clerks*
- *Bus and Truck Drivers – Aircraft Pilots, Copilots and Flight Engineers*
- *Air Traffic Controllers*

Resources: Four (4) Year Colleges/Universities
Steel Center for CTE – [Automotive Technology](#)
Steel Center for CTE – [Collision Repair and Refinishing](#)

Links: [Community College of Allegheny County \(CCAC\)](#)
[Pittsburgh Regional Transit](#)
[Allegheny County Airport Authority](#)

ADDITIONAL JOBS / TRAINING RESOURCES

[Commonwealth Careers](#) – Jobs in PA

[Glassdoor.com](#) – Pittsburgh Area Jobs

[Indeed](#) – Pittsburgh Area Jobs

[Jooble.org](#) – Pittsburgh Area Jobs

[LinkedIn](#) – Pittsburgh Area Jobs

[Monster.com](#) – Pittsburgh Area Jobs

[Open Jobs in PA](#) – Government Jobs in PA

[SimplyHired.com](#) – Pittsburgh Area Jobs

[ZipRecruiter.com](#) – Pittsburgh Area Jobs

High School Career Opportunities

College Fair – High School Counselors invite more than eight (80) post-secondary colleges, universities, military, and trade schools to the High School. The representatives of each organization discuss their individual programs of study in addition to the career opportunities available following completion of their acprograms.

Building Bridges to My Future Class – 9th grade students are required to take this semester long class. In the class, students explore individual academic and potential career opportunities. The course assists in guiding them towards making the proper decisions for goal attainment.

GBU Life – A representative from GBU Life provides several financial literacy and career exploration lessons in 9th and 10th grade Social Studies classes.

Senior Field Trips - The High School has partnered with several businesses that allow students to participate in industry-based experiences (field trips). Company partners include DUCTMATE, the Builders Guild of Western PA, Duquesne Light, Union Carpenters Local #432, and the International Union of Painters and Allied Trades.

Annual Program Goals & Objectives

Cumulative Records 339.32(4)

The following are major guidance service goals utilizing the acronym S.M.A.R.T. for each grade level band:

School: Central, Greenock, Mount Vernon, William Penn

Grades: K-5

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	Elementary counselors will have an end of year transition meeting with middle school counselors	Students will understand the relationship between their personal strengths, interests and values, and career choice	Counselors will review school-wide PBIS intervention data and develop relevant classroom lessons to address behavioral needs
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	100% of counseling staff will be present at meetings	90% of students should be able to identify at least one personal strength in their interest area	90% of K-2 students will participate in SEL lessons
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	Collaborate with fellow counselors to identify top tier at risk students	Plan class meetings involving Smart Futures	With the implementation of lessons and incentives, positive student behavior will increase by 20%
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	Remove barriers to academic success.	Increases student awareness for the World of Work	Implement a developmentally appropriate PBIS curriculum across all grade levels
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	End of year annually	Once per 9-week grading period	Complete the curriculum implementation within the academic year

Annual Program Goals & Objectives

Cumulative Records 339.32(4)

School: Middle School

Grades: 6-8

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	All at-risk students will complete middle school with the academic preparation essential to be an effective life-long learner.	Students will understand the relationship their personal strengths, interests, values, and career choice.	Enhance students' social-emotional skills.
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	90% of failing students will have a Plan for Success that will be communicated to parents.	95% of middle school will complete a career inventory.	90% of all students will participate in at least 3 Digital Citizenship/PBIS/Bully Prevention lessons
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	Collaborate with teachers to identify struggling students and promote the benefits of after-school support.	Schedule individual counseling sessions to discuss interests, strengths, and potential career paths.	Integrate lessons into existing classes and provide additional counseling sessions as needed.
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	Supports academic success and addresses identified learning gaps.	Prepares students for high school and post-secondary education choices.	Implement a positive behavior curriculum for all grade levels.
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	Complete meetings at change of semester.	Inventories will be taken each year.	Complete the curriculum implementation within the academic year.

Annual Program Goals & Objectives

Cumulative Records 339.32(4)

School: High School

Grades: 9, 10, 11, and 12

Smart Format	Academic	Career	Personal/Social
<p><u>SPECIFIC:</u> What is the specific issue based on your schools' data?</p>	<p>Scheduling high school classes that are relatable for the student's potential career post-graduation</p>	<p>Completion of career portfolio by the end of 11th grade year</p>	<p>Providing students with resources for physical and mental health services</p>
<p><u>MEASURABLE:</u> How will we measure the effectiveness of our interventions?</p>	<p>Guidance will meet with 98% of the current 8th - 11th grade students for scheduling presentations. Guidance will meet with 98% of current 9th -11th grade students in small groups.</p>	<p>Guidance will collect 90% of each 9th,10th and 11th grade Act 339 plan artifacts Guidance will collect 90% of Individual Career Plans</p>	<p>Guidance will provide 90% of students information on how to utilize guidance and SAP services via health class presentations</p>
<p><u>ATTAINABLE:</u> What outcome would stretch us but is still attainable</p>	<p>Completing large group presentations to review grade level requirements and new courses. Completing small group meetings to schedule students in PowerSchool.</p>	<p>Completing smart futures activities Collecting 2 pieces of evidence demonstrating ICP implementation</p>	<p>Resources for students are utilized in health class</p>
<p><u>RESULTS:</u> Is the goal reported in results- oriented data (process, perception, outcome)</p>	<p>Process</p>	<p>Outcome</p>	<p>Perception</p>
<p><u>TIMELINE:</u> When will the goal be accomplished?</p>	<p>June 1st</p>	<p>End of the 11th grade school year</p>	<p>End of each school year</p>

Orientation to Career and Technical Options 339.32(5)

Below are numerous activities introducing students to Vocational-Technical jobs and Elizabeth Forward's Career and Technical Education (CTE) partner, Steel Center.

CTE Guidance Service Activities

Student Awareness

Grade(s)	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
K-5	Career Day Speaker	Steel Center Counselors	# of students participating	Spring	J. Myers & A. Schaut
6	BizTown	6 th Grade teachers	# of 6 th graders participating	Fall	C. Scalfari
7	SmartFutures	Middle School Counselors	# of 7 th graders participating	Winter	C. Scalfari
8	SmartFutures	Middle School Counselors	# of 8 th graders participating	Winter	C. Scalfari
8	Career Day Speaker	Middle School Counselors	# of 8 th graders participating	Spring	C. Scalfari
9	Steel Center Vo-Tech Grade level introductions	Steel Center School Counselors	Tour Participation	December	J. McManus
9	Steel Center Vo-Tech Field Trip	Steel Center School Counselors	Enrollment Numbers	January	J. McManus
10	Steel Center Vo-Tech Shadowing	Steel Center teachers	Enrollment Numbers	February	J. McManus
9, 10, 11	Steel Center Vo-Tech Special Ed field trip	Mike Huber/ Steel Center Staff	Enrollment Numbers	February	M. Huber
9, 10, 11	Scheduling Meetings	High School Counselors	Enrollment Numbers	Spring	High School Counselors
9, 10, 11	Career & College Fair	High School Counselors	Enrollment/ Employment Numbers	Fall	High School Counselors
11, 12	Internships, Mentorships & Job Shadows	High School Counselors	Enrollment/ Employment/ Awareness	All Year	J. Monti & J. Slavic
9, 10, 11, 12	Course Selection	High School Counselors	Enrollment Numbers	January - April	High School Counselors

Parent Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Open House	September	High School Staff	Attendance	High School Admin
Curriculum Night	January	High School Counselors	Attendance	High School Counselors
Canvas/ Website/ Social Media	All year	High School Counselors	Attendance/ Participation	High School Counselors
Steel Center Website	All year	Steel Center	Enrollment	Steel Center Counselors
Financial Aid Night	September	High School Counselors	Attendance	High School Counselors
Freshman Orientation	August	High School Counselors	Attendance	High School Counselors
Parent Teacher Conference	November	High School Staff	Attendance	High School Staff
Sr. Awards Ceremony	May	High School Counselors	Attendance	High School Counselors

Educator Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Scheduling Staffing	December	High School Counselors	Teacher/ Staff Attendance & Awareness	High School Counselors
Program of Studies	November	High School Counselors	Awareness	High School Counselors
Educator in the Workplace	January	High School Counselors	Awareness	High School Counselors
Career Education and Work Standards	February	High School Counselors	Awareness	High School Counselors
Faculty Meeting	February	Steel Center Staff	Staff Attendance	Transition Coordinator

**Career Placement and Transition Services
for all students from school to work, college or military**

School: Elizabeth Forward High School					
Grade(s)	# of Students	Guidance Activity that leads to . . .	Employment	Postsecondary Education	Military
9	All 9 th graders	Building Bridges Classes	X	X	X
10	All 10 th graders	ASVAB Testing			X
10, 11, 12	Any 10 th , 11 th or 12 th graders	Steel Center Career and Technical Education School	X		
11, 12	Any 11 th or 12 th graders that have an IEP	Office of Vocational Rehabilitation (OVR)	X	X	
9, 11, 12	Any 9 th , 11 th or 12 th graders	College/Career Fair	X	X	
9, 10, 11, 12	Any student that qualifies	School Field Trips	X	X	
9, 10, 11, 12	All students	Scheduling	X	X	

Transition Services

Elizabeth Forward employs a full-time Transition Coordinator, Mr. Michael Huber. Mr. Huber works with special education students in grades 8-12 to improve their skills and employability after leaving High School. Two of the programs that he is involved with are the PAES Lab and Project Search.

PAES LAB – This is a hands-on Comprehensive Work Development Curriculum for students in the Life Skills program. A simulated work environment is created so students get the feel of a ‘real’ job while exploring new careers and vocational areas.

PROJECT SEARCH – After students with disabilities complete their high school academic requirements but before accepting a diploma, they are immersed into a large business setting to learn job specific and employability skills needed to gain and maintain meaningful employment, lead productive lives, and become integrated into an adult work environment.

Consultation with Teachers and Administrators 339.32(7)

Schools: Central, Greenock, Mount Vernon, William Penn

Grades: K-5

Guidance Curriculum	Prevention, Intervention, & Responsive Services	Individual Student Planning	System Support
Purpose: Program to all students	Purpose: Services to small group or individual	Purpose: One-on-one planning	Purpose: Program support with # students present
Academic: Course Selection Orientation PBIS Step Up Day Classroom lessons	Academic: IEP/ 504 meetings Individual counseling New student meetings	Academic: IEP / 504 meetings Student / parent meetings Attend parent/teacher conferences	Academic: Parent phone calls Chapter 339 planning
Career: Career Day World of Work Smart Futures Speaker Assemblies Classroom lessons	Career: World of Work Tours STEM + C Tours	Career: Individual counseling	Non-counselor related: Fire drills ALICE drills Hall duty Lunch duty Faculty meetings Professional development Testing proctors Arrival/Dismissal bus duty

<p>Social/Emotional: Grief Awareness Day PBIS Bully-Proofing Classroom lessons</p>	<p>Social/Emotional: Conflict resolution Crisis and Grief Counseling Individual counseling SBT Meetings Small group counseling</p>	<p>Social/Emotional: Individual counseling Monitor / support student transitions</p>	<p>Social/Emotional: Collaborate with building staff and classroom teachers through updated PBIS interventions and brainstorming ideas for implementation with students. Support student participation in Fun Day activities Community outreach/resource programs</p>
<p>Counselor Role: Use planned lessons crafted to ensure students acquire the desired knowledge, skills, and attitudes suited to their developmental levels.</p>	<p>Counselor Role: Design and implement school counseling programs which prevent harmful behaviors, while also taking proactive leadership to identify and intervene with students who demonstrate these behaviors.</p>	<p>Counselor Role: Provide individual short-term counseling services to students experiencing problems impacting them within the academic setting to remove barriers to learning.</p>	<p>Counselor Role: Provide comprehensive school counseling services which support student achievement and promote equity and access through systemic change advocacy.</p>
<p>Percentage of Time 40%</p>	<p>Percentage of Time 20%</p>	<p>Percentage of Time 20%</p>	<p>Percentage of Time 20%</p>

School: Middle School
 Grades: 6-8

Guidance Curriculum	Prevention, Intervention, & Responsive Services	Individual Student Planning	System Support
Purpose: Program to all students	Purpose: Services to small group or individual	Purpose: One-on-one planning	Purpose: Program support with # students present
Academic: 8 th Grade Awards Ceremony Course Selection Presentations Digital Citizenship Classroom lessons Orientation PBIS Step Up Day Team Meetings	Academic: IEP/ 504 meetings Individual counseling New student meetings SAP Meetings	Academic: In danger of failing/failure meetings SAP student planning Guidance student teacher meetings Accelerated EOY meetings Cyber School Scheduling Student / parent meetings	(Counselor Related) Prepare to Build Summer Scheduling Remediation Scheduling Special ed consults New teacher meetings NWEA testing PSSA Testing Keystone testing SAP report School Based Therapy liaison Department mtgs Program of Studies revision Staff Trainings Admin Consultation SHASDA mtgs Parent phone conferences NJHS selection Revise Course Selection Sheet Chapter 339 Planning CYF communication Transfer consults Emails
Career: BEABLE Biztown Career Day RIASEC Smart Futures Speaker Assemblies	Career: World of Work Tours STEM + C Tours	Career Individual counseling Gifted student mtgs GIEP consults	(Non-Counselor Related) Fire Drills ALICE drills Hall Duty Faculty meeting Professional Development

<p>Social/Emotional</p> <p>Grief Awareness Day PBIS Bully-Proofing Red Ribbon Week</p>	<p>Social/Emotional</p> <p>Conflict Resolution Crisis and Grief Counseling CYF investigative mtgs</p> <p>ELF Fund Kids Individual Counseling SAP Meeting Food Pantry Roster Review Transition meetings SBT Prep</p>	<p>Social/Emotional</p> <p>SAP student planning</p> <p>Individual counseling</p> <p>Suspension return meetings</p> <p>Placement mtgs.</p> <p>SBT Consult</p> <p>HASO Consult</p>	<p>Social/Emotional</p>
<p>Counselor Role: Use planned lessons crafted to ensure students acquire the desired knowledge, skills, and attitudes suited to their developmental levels</p>	<p>Counselor Role: Design and implement school counseling programs which prevent harmful behaviors, while also taking proactive leadership to identify and intervene with students who demonstrate these behaviors.</p>	<p>Counselor Role: Provide individual short- term counseling services to students experiencing problems impacting them within the academic setting to remove barriers to learning.</p>	<p>Counselor Role: Provide comprehensive school counseling services which support student achievement and promote equity and access through systemic change advocacy.</p>
<p>Percentage of Time</p> <p>10%</p>	<p>Percentage of Time</p> <p>50%</p>	<p>Percentage of Time</p> <p>10%</p>	<p>Percentage of Time</p> <p>30%</p>

School: High School

Grades: 9-12

Guidance Curriculum	Prevention, Intervention, & Responsive Services	Individual Student Planning	System Support
Purpose: Program to all students	Purpose: Services to small group or individual	Purpose: One-on-one planning	Purpose: Program support with # students present
Academic: Freshman Orientation Step Up Day Classroom Guidance Lessons Curricukum Night PSAT Testing PSAT Test Interpretation	Academic: IEP/ 504 meetings Individual student meetings	Academic: Student planning Failure Screenings Retention letters Cyber Progress Meetings Student / parent Meetings GIEP Meetings College Applications Student Scheduling	Academic: Transcript preparation Recommendation letters Scholarships SAP/ PBIS Keystone testing, SAT, PSAT, ACT & AP Testing POS revisions SBT Liaison IEP / 504 meetings Master Schedule Preparation Senior Awards Program
Career: Classroom Guidance Lessons Financial Aid Night College Fair	Career: Steel Center presentation & Field Trip	Career: Individual Student Meetings	Non-counselor related: Fire drills ALICE drills Hall duty Faculty meetings Professional development Steel Center meetings Staff Trainings Chapter 339 Meetings Parent Phone Calls Transfer Credit Evaluations

Social/Emotional: Classroom Guidance Lessons Grief Awareness Day	Social/Emotional: Conflict resolution IEP/ 504 Meetings Crisis Intervention	Social/Emotional: Individual student meetings	Social/Emotional: Individual Student Meetings
Counselor Role: Direct/Indirect	Counselor Role: Direct/Indirect	Counselor Role: Direct/Indirect	Counselor Role: Direct/Indirect
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 10%	Percentage of Time 50%