

**Parkland School District  
K-12  
School Counseling Plan**



***“Educating For Success, Inspiring Excellence”***

## Preface

Title 22 Chapter 339 of the Pennsylvania Code, which describes career and technical education standards, and the Pennsylvania Department of Education use the terms “guidance services” and “guidance plan” to describe the work of school counselors with respect to vocation education standards. In 1990, the American School Counseling Association (ASCA) issued an official statement indicating that the term guidance counselor does not capture the broad scope of services that school counselors provide for students and families; and therefore, the ASCA has advocated to change the title from “guidance counselor” to “school counselor.” For this reason, this document is referred to as the Parkland School District K-12 School Counseling Plan (Chapter 339) and does not use the term guidance.

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**Board Approval**  
 FRCPP Item 3

This K-12 School Counseling Plan was approved by Parkland School District’s Board of Directors on January 21, 2025. This K-12 School Counseling Plan was provided to the Lehigh Career and Technical Institute (LCTI) on January 22, 2025.

**Parkland School District Vision Statement**

Educating for Success, Inspiring Excellence.

**Parkland School District Mission Statement**

The Parkland Community fosters a safe learning environment, empowering students through open communication to educate the whole child.

**Parkland School Counseling Department Mission Statement**  
 FRCPP Item 1

The Parkland School District School Counseling Department is committed to providing a comprehensive, developmental school counseling program that empowers all students to achieve academic success, social-emotional well-being, as well as college, career, and life-readiness. We believe that every student should have access to, and the opportunity for, a high-quality education. We believe that every student should graduate from high school prepared for postsecondary opportunities. We collaborate with students, families, educators, administrators, and the community to create a safe and supportive learning environment that fosters the development of the whole child.

**School Counselors and Building Assignments**

School	Number of Students Enrolled	School Counselor
Cetronia Elementary School	495	Kelly Scurci-Neth
Fogelsville Elementary School	472	Amanda Keil

Fred J. Jaindl Elementary School	432	*Anastasia Caltabiano
Ironton Elementary School	420	Carolyn Segata
Kernsville Elementary School	517	Michelle Strohl
Kratzer Elementary School	512	Christine Bankos
Parkway Manor Elementary School	553	Jamie McDonnell
Schnecksville Elementary School	476	Brianna Dirnbeck
Veterans Elementary School	448	Todd Beidleman
Orefield Middle School	1,036	Elaine Letoski, Sean Stackhouse, Lynda Strohl
Springhouse Middle School	1,333	Megan Bauer, Michael Gross, *Megan Jenkins
Parkland High School	3,265	Lori Fitch, Jeremy Gordon, Ryan Hulmes, Danene Krenicky, Meredith McGarr, Allison McPeek, Lee Rizzotto, *Eric Roberts, Jennifer Tabarani, Christine Thomas, Micheal Turrell, Bryna Witkowski

*Parkland elementary schools are kindergarten to fifth grade, middle schools are sixth to eighth grade, and the high school is ninth to twelfth. Enrollment numbers in this table and the tables below were obtained from the January 2, 2025 Enrollment Report. School counselors marked with an asterisk are the department chairs for their level.*

**School Counseling Program Annual Goals and Objectives**  
339.32(4), FRCPP Item 8

**Parkland Elementary School Counseling Goals**

**Academic Goal:** Each year school counselors will review attendance data each month with the building attendance team and facilitate school attendance improvement meetings as well as connect families with community resources to support student attendance.

**Career Goal:** One hundred percent of 5th grade students will complete six pieces of evidence of Career Education Work (CEW) standards in Xello for the career exploration course by the end of the school year as evidenced by data in Xello.

**Personal/Social Goal:** Each academic year elementary school counselors will provide teachers with social-emotional-behavioral learning resources throughout the school year to implement in tier I.

**Parkland Middle School Counseling Goals**

**Academic Goal:** Middle School Counselors will meet 100% of their 8th Grade Students to review their 9th grade course selection of studies as part of their transition to high school.

**Career Goal:** Eighty-five percent of 8th grade students will complete six pieces of evidence of Career Education Work (CEW) standards in Xello for the career exploration course by the end of the school year as evidenced by data in Xello.

**Personal/Social Goal:** Middle School Counselors will meet as part of the Multi-Tiered System of Supports (MTSS) team to discuss Academics, Attendance, and Discipline on a monthly basis.

**Parkland High School Counseling Goals**

**Academic Goal:** High school counselors will meet individually with 100% of students in 9-12th grade on their caseload to review academic progress and course offerings each academic year as measured by school counselor notes on student meetings.

**Career Goal:** Ninety percent of 10th grade students will complete eight pieces of evidence of Career Education Work (CEW) standards in Xello for the career exploration course by the end of the school year as evidenced by data in Xello.

**Personal/Social Goal:** High school counselors will meet individually with 100% of the 9th grade students on their caseload by the end of the school year to review counseling resources available to students as measured by school counselor notes on student meetings.

#### **Follow-Up Studies**

339.32(10); FRCPP Item 14

The elementary school, middle school, and high school counseling departments in Parkland School District meet one time per month to review school counseling services and the implementation of the comprehensive school counseling program. For instance, the school counseling department reviews student performance in the college and career readiness platform Xello to determine how many students completed the required lessons in the scope and sequence for that grade level. This information is also reviewed by the Student Services Department and Teaching and Learning Department.

#### **Career and Technical Programs**

FRCPP Item 2

The Parkland School District sends students to the Lehigh Career and Technical Institute (LCTI) to participate in a variety of career and technical education programs.

#### **Stakeholders**

339.32(8) and (9); FRCPP Item 12

#### **Students**

Students take an active role in the school counseling program by participating in activities that support their academic, career, and personal development. They actively participate in learning new academic skills taught in their courses. To enhance their academic success, they strive to learn social, emotional, and behavioral skills that promote the acquisition of new learning for them and contribute to a positive and productive classroom environment and school community. Through active engagement in career education lessons and activities, students will gain a deeper understanding of their interests, aptitudes, and potential career pathways.

**Parents/Guardians**

Parents play a crucial role as stakeholders in their child's education. By actively engaging in their child's learning journey, parents can significantly contribute to their academic success, career development, and overall well-being. They can partner with school counselors and other educators to reinforce classroom learning, provide a supportive home environment, and monitor their child's progress. Parents can facilitate their child's career exploration by sharing their own work experiences, discussing various career options, and encouraging participation in career-related activities.

**Educators**

Educators play an essential role in the development of the whole child. They provide engaging instruction and design purposeful learning experiences that nurture academic growth, career exploration, and personal well-being, aligning with the school counseling program's objectives. Educators integrate career education opportunities within their curriculum, sparking curiosity and empowering students to make informed decisions about their future pathways.

**Business/Community**

Business and community partners are vital stakeholders in Parkland School District's school counseling program, enriching career development initiatives in several ways. By providing real-world insights, mentorship opportunities, and hands-on experiences like internships and job shadowing, they bridge the gap between classroom learning and practical application. These partnerships offer students exposure to diverse career pathways, helping them make informed decisions about their future. Businesses contribute valuable resources, such as guest speakers and attending Parkland's Career Fair. This collaborative approach strengthens the link between education and the workforce, ensuring Parkland students are well-prepared for success in the evolving 21st-century landscape.

**Post-Secondary**

Colleges, community colleges, and technical schools are crucial stakeholders in Parkland's school counseling program, playing a pivotal role in expanding students' knowledge of postsecondary options and career pathways. Post-secondary institutions provide valuable resources and expertise that enrich students' understanding of higher education and its connection to future careers. Through collaborative efforts such as college fairs, campus visits, and presentations, they offer students direct access to information about academic programs, admissions requirements, financial aid, and career services. This engagement helps students make

informed decisions about their postsecondary plans and explore diverse career fields aligned with their interests and aspirations. By fostering strong partnerships with these institutions, Parkland's school counseling program empowers students to navigate the transition from high school to college and beyond, ultimately promoting successful career outcomes.

### **Role of the School Counselor**

#### **As Leaders, Parkland school counselors:**

- Are responsible for the development, delivery and evaluation of a comprehensive counseling program for all students;
- Use data to identify and remove barriers to student learning;
- Support the school as a safe and welcoming learning environment; and,
- Serve on district and school based school improvement teams related to the welfare of the students.

#### **As Advocates, Parkland school counselors strive to:**

- Provide equitable access to educational and career exploration opportunities to all students;
- Assist in the academic, personal/social, and career development of all students;
- Participate in the academic intervention teams such as Action Planning and Student Support;
- Remove any barriers to learning that a student is experiencing;
- Provide access to and success in a rigorous academic curriculum for each student;
- Collaborate with resources within and outside of the school and district to best meet the needs of students; and,
- Promote a school environment in which all students feel connected and safe.

#### **As Collaborators, Parkland school counselors:**

- Work with staff to provide professional development that encourages student success;
- Offer parents information, information and strategies to help their child(ren) realize the potential of educational opportunities;
- Maintain an atmosphere of open communication to help foster a sense of teaming in the school community;
- Use skills in the areas of problem solving and mediation within the school community; and,
- Serve on school level committees to promote prosocial programs within the district and schools.

**As Agents of Systematic Change, Parkland school counselors:**

- Enlist the support of influential people and policy makers;
- Identify realistic goals and establish action plans; and,
- Participate on school and district level committees to address issues that may hinder student academic or social progress in school.

**Parkland Business Advisory Council**

339.32(8) and (9); FRCPP Item 13

Parkland School District holds a full-day Career Fair at Parkland High School every year. Businesses and community partners from across the Parkland School District area provide information to Parkland students and faculty during the Career Fair. They also provide business advisory feedback via a survey after the Career Fair. The following businesses and community partners provided advisory feedback after the 2024 Career Fair:

<b>Community Business Representative</b>	<b>Business Name</b>
Alaina Schaeffer	Lehigh Valley Jewish Community Center
Anelise Rodriguez	Pennsylvania Shakespeare Festival
Angela Jones	United States Tennis Association Middle States
Annalise Christy	Blue Mountain Resort
Brad Maier	State Farm Insurance
Brenda Eckley	New Tripoli Bank
Carmen Flosdorf	Commercial Banking
Cassidy Bell	YMCA
Christi Lukow	Lehigh Country Club
Connie Harakal	Pennsylvania Interscholastic Association

Courtney Corona	North Whitehall Township
Derek Marouchoc	South Whitehall Police Department
Ellie Hoffmeister	Camelot for Children
Emily Wargo	St. Luke's University Health Network
Jess McLaughlin	Pennsylvania College of Technology
Karsten Finke	Upper Macungie Fire Department
Katie Elchert	Country Meadows Retirement Communities
Katie Knopf	Dorney Park
Katrina Sundstrom	Parkland CARES Food Pantry
Kayla Tivner	Parkland Library
Kelli Bertoni	The Velodrome
Ken Borger	Lutron
Kerry Magliane	Cedar Senior Care and Rehabilitation
Kristen Elliott	Community Services Group
Kristin Rutkowski Sheckler	Community Services for Children
Kristine Chimics	Sharp Services
Lonnie Jill	International Brotherhood of Electrical Workers Local 375
Maria Youngblood	Service Electric
Michelle Ward	Worth and Company
Petty Officer Kenneth Lukow	United States Navy
Randy Zimmerman	Lehigh Carbon Technical Institute
Rochelle Schaller	Bear Creek Mountain Resort and Conference Center
Ryan Schaub	St. Luke's University Health Network

Sam Aul	Olson Technologies / Homestead Valve / Mosser Valve
Sara Bloss	St. Luke's University Hospital Network
Shannon Raymond	Northampton Community College
Sierra Fogal	Pocono Whitewater
SSG Adam T. Feldon	US Army
Stacy Nimas	ABC Eastern PA
Talyn Wimmer	Sharp Services
Tyler Banas	Pennsylvania Office of Administration
Victor schmidt	Precision Grinders
Zheng Yao	Lehigh University -- Energy Research Center

After the Career Fair each year, students enrolled in the College and Career Success Skills class will receive a survey requesting that they provide feedback on Career Fair and career and work educational opportunities in Parkland School District.

The following Parkland School District administrators and staff serve on the advisory council. Each year, they are provided with the business advisory feedback from aforementioned community business representatives and feedback from students enrolled in the College and Career Success Skills class.

<b>Member Name</b>	<b>Title</b>
Allison McPeek	Parkland School Counselor (High School)
Anastasia Caltabiano	Parkland School Counselor (Elementary)
Brandi McFarland	Parkland School Counselor (Middle School)
Eric Roberts	Parkland School Counselor (High School)
Jason Henry	Director of Teaching and Learning, Secondary
Kelly Rosario	Director of Teaching and Learning, Elementary

Mark Madson	Superintendent of Parkland School District
Matthew A. Carlson	Director of Student Services
Megan Jenkins	School Counselor (Middle School)
Michelle Minotti	Assistant Superintendent
Nicole McGalla	Director of Communications and Community Engagement
Timothy Chorones	Assistant Superintendent

**School Counseling Services Program Calendar**

339.32(1); FRCPP Item 5

**Elementary School Counseling Services Calendar Events**

<b>Ongoing Monthly</b>
<ul style="list-style-type: none"> <li>● Attend elementary counselors' meeting</li> <li>● Attend Multi-Tiered Systems of Support (MTSS) Core Team Meeting</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● PBIS Daily Ticket</li> <li>● Provide teachers with social-emotional learning resources throughout the school year to implement in tier I</li> <li>● Building liaison for the MindUP Curriculum</li> <li>● Assist with behavioral interventions related to office discipline referrals</li> <li>● Assist playground and lunch monitors with behavioral management of students</li> <li>● Attend grade level team meetings</li> <li>● Attend faculty meetings</li> <li>● Attend parent conferences</li> <li>● Complete Multidisciplinary Evaluation (MDE) Team Tasks (i.e., Record Reviews and behavior observations)</li> <li>● Attend Evaluation Report (ER) and Individualized Education Program (IEP) meetings</li> <li>● Serve as case manager for 504 Plans</li> <li>● Coordinate the snack pack program</li> </ul>

- Coordinate information/referrals with outside agencies
- Serve as district liaison for mental/behavioral health hospitalizations/acute partial hospitalizations
- Serve as Academic Monitor for the concussion management program
- Serve as a member of the Attendance Team that meets monthly
- Facilitate Student Attendance Improvement Plan (SAIP) meetings
- Coordinate the Student Assistance Program (SAP), including monthly meetings as well as behavioral health screening and assessment process
- Meet with At-Risk Students & Families
- Behavior checklists per parent or physician requests
- Teach developmental lessons
- Provide group counseling
- Individual Counseling
- Crisis Counseling
- Sweep Building During Fire Drills and other Emergency Drills
- Student Arrival and Dismissal Duties
- Assist with Student & Agency Interviews
- Consultative services with parents, teachers, and administration
- Participate in Disciplinary Hearings
- Work on American School Counseling Association (ASCA) National Model Goals Work/Chapter 339 Goals
- Assist with planning and coordinating the administration in Pennsylvania System of School Assessment (PSSA) – Serve as building School Assessment Coordinator (SAC) for PSSAs

<b>July</b>	<b>January</b>
<ul style="list-style-type: none"> <li>● Professional Development</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Co-facilitate Xello career awareness lessons with the Media Specialist</li> <li>● LCTI Presentation at Elementary School</li> </ul>

	<ul style="list-style-type: none"> <li>● PBIS marking period assembly coordinator</li> <li>● Snack Pack Coordinator</li> <li>● Coordinate Kindness Challenge</li> <li>● Elementary Counselor Meeting</li> <li>● Coordinate Otis-Lennon Assessment</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> <li>● ParentMeetings</li> </ul>
<b>August</b>	<b>February</b>
<ul style="list-style-type: none"> <li>● Professional Development</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● District-wide meeting</li> <li>● Faculty meeting</li> <li>● Kindergarten orientation</li> <li>● New Student orientation</li> <li>● Share 504 Plans with teachers</li> <li>● Transition – student placement</li> <li>● Assist with Staff Child Abuse Training</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Snack Pack Coordinator</li> <li>● Lehigh County School Counseling Association (LCSCA) Meeting and NetWorkshop</li> <li>● LCTI 5th Grade Tour</li> <li>● Coordinate Parkland Food Drive</li> <li>● Parkland Food Drive Field Trip</li> </ul>

	<ul style="list-style-type: none"> <li>● Attendance Meeting</li> <li>● National School Counseling Week Activities</li> <li>● PSSA Coordination District Meeting</li> <li>● PSSA Coordination and Planning/ Reading and Math</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> </ul>
<b>September</b>	<b>March</b>
<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Open House-provide assistance and developmental information for parents</li> <li>● PBIS Presentations/ Lessons</li> <li>● 504 Plans</li> <li>● Classroom Visits</li> <li>● Update Webpage</li> <li>● Begin consultations with parents, teachers, and administration</li> <li>● Review Student Records</li> <li>● Elementary Counselor Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Coordinate tours of Lehigh Career and Technical Institute (LCTI)</li> <li>● Snack Pack Coordinator</li> <li>● Attendance meeting</li> <li>● District-Wide Counselor Inservice Meetings</li> <li>● PSSA Coordination and Planning/ Reading and Math</li> <li>● PSSA Coordination and Planning/Writing</li> <li>● Kindergarten Registration</li> <li>● Attend MTSS Core Team Meeting</li> </ul>

<ul style="list-style-type: none"> <li>● Begin to develop Developmental counseling Class Schedule</li> <li>● New Student Groups</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> <li>● Begin Individual Counseling</li> <li>● Crisis Counseling and behavioral intervention</li> <li>● Coordinate Elementary Teacher Assistant Program (ETAP)</li> </ul>	<ul style="list-style-type: none"> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral intervention</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> </ul>
<p><b>October</b></p>	<p><b>April</b></p>
<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Update and hold annual meeting with parents regard 504 Plan</li> <li>● Snack Pack Coordinator</li> <li>● Coordinate School Holiday Program with Parent Teacher Organization (PTO)</li> <li>● Coordinate donation program for</li> <li>● Bullying prevention activities</li> <li>● Coordinate Unity Day</li> <li>● Develop and facilitate small groups</li> <li>● Elementary counselor meeting</li> <li>● Attend MTSS core team meeting</li> <li>● Attend Grade level team meetings</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● PBIS marking period assembly coordinator</li> <li>● Snack Pack Coordinator</li> <li>● Elementary Counselor Meeting</li> <li>● Attendance Meeting</li> <li>● PSSA Coordination and Implementation – English Language Arts (ELA), Math, and Science</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> </ul>

<ul style="list-style-type: none"> <li>● Attendance meeting</li> <li>● District-Wide Counselor Inservice Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Begin Developmental lessons K-5</li> <li>● Begin Small Groups</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Individual Counseling</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> <li>● Peer Helpers</li> </ul>	<ul style="list-style-type: none"> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> </ul>
<p><b>November</b></p>	<p><b>May</b></p>
<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● PBIS marking period assembly coordinator</li> <li>● Snack Pack Coordinator</li> <li>● Coordinate Holiday Program Student List(s)</li> <li>● Send out Gift Donation Program Letters to Parents</li> <li>● Heroes for the Holidays building coordinator</li> <li>● LCSCA Meeting and NetWorkshop</li> <li>● Developmental counseling Classes</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Attend Parent/Teacher Conferences</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Monitoring Xello career awareness lesson completion</li> <li>● Snack Pack Coordinator</li> <li>● LCSCA Meeting and NetWorkshop</li> <li>● PSSA Coordination and Implementation – English Language Arts (ELA), Math, and Science</li> <li>● PSSA Clerical and Make Up</li> <li>● Transmittal Activities and Meetings</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and</li> </ul>

<ul style="list-style-type: none"> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● administration</li> <li>● Developmental lessons K-5</li> <li>● Student placement meetings for next year</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavior interventions</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> </ul>
<p><b>December</b></p>	<p><b>June</b></p>
<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● Snack Pack Coordinator</li> <li>● Attendance Meeting</li> <li>● Donated Gift Distribution</li> <li>● Attend Heroes for the Holidays Event with selected students</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● SAP monthly meeting</li> <li>● Building liaison for the MindUP Curriculum (mindfulness &amp; social/emotional learning)</li> <li>● Serve as Positive Behavior Interventions and Supports (PBIS) coach and coordinate meetings, activities, and incentive program development</li> <li>● Manage tier 2 and 3 behavioral data within MTSS framework</li> <li>● PBIS marking period assembly coordinator</li> <li>● Snack Pack Coordinator</li> <li>● Counseling planning meeting for upcoming school year</li> <li>● Attendance Meeting</li> <li>● Awards Assembly Presentations</li> <li>● Fifth Grade Graduation Activities</li> <li>● Student placement meetings for next year</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Attend Grade Level Team Meetings</li> <li>● Complete MDE Tasks-Record Reviews &amp; Behavior Observations</li> <li>● Continue consultations with parents, teachers, and administration</li> <li>● Developmental lessons K-5</li> <li>● Small Groups</li> <li>● Individual Counseling</li> </ul>

<ul style="list-style-type: none"> <li>● Parent Meetings</li> <li>● PTO/Coord.</li> <li>● Heroes for the Holidays chaperone</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis Counseling and behavioral interventions</li> <li>● Attend ER/IEP Meetings</li> <li>● Parent Meetings</li> </ul>
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**Middle School Counseling Services Calendar**

Ongoing Monthly
<ul style="list-style-type: none"> <li>● Register and schedule new students throughout the year</li> <li>● Make schedule changes as needed</li> <li>● Coordinate Keystone Testing</li> <li>● Coordinate PSSA Reading &amp; Math, Science Testing</li> <li>● Serve as 504 Plan case manager</li> <li>● Complete Multidisciplinary Evaluation (MDE) Team Tasks (i.e., Record reviews and behavior observations)</li> <li>● Attend MDE meetings</li> <li>● Consult with special education teachers and core teachers</li> <li>● Individual Counseling</li> <li>● Participate in Parkland Behavioral Strategies Program hearing as needed</li> <li>● Develop SAIPs</li> <li>● Conduct initial SAIP meeting with parents, administration, and student as well as 30 day review meetings</li> <li>● Serve as Student Support Team (SST) members</li> <li>● Academic counseling</li> <li>● Attend grade level core team meetings</li> <li>● Arrange parent /teacher team meetings</li> <li>● Developmental lessons on topics (grief, homework, friendship) as needed</li> <li>● Respond to daily parent phone calls and requests</li> <li>● Distribute, compile, and send behavioral checklist from physician per parent requests</li> <li>● Attend monthly middle school department meetings</li> <li>● One counselor teaches the Career Exploration and Decision Class to 7th grade students</li> <li>● Referral to community agencies as appropriate</li> <li>● Assist with student/agency interviews</li> <li>● Review Student of the Month nominations</li> <li>● Create Student of the Month bulletin board</li> <li>● Supervise school counseling interns as needed</li> </ul>

<ul style="list-style-type: none"> <li>● Review report cards each marking period</li> <li>● Identify students who are in danger of failing</li> <li>● Attend MDE meetings</li> <li>● Individual Counseling</li> <li>● Attend three-to-ten day discipline hearings</li> <li>● Attend grade-level core team meetings</li> <li>● Lunch Duty</li> <li>● Conduct mediation between students as needed</li> <li>● Sweep building during fire drills and other emergency related drills</li> <li>● Facilitate groups for students as needed</li> </ul>	
<b>July/August</b>	<b>January/February</b>
<ul style="list-style-type: none"> <li>● Summer professional development activities</li> <li>● New student registration meetings</li> <li>● Scheduling</li> <li>● Share transmittal information with next grade level teachers</li> <li>● Back to School Night</li> <li>● New student orientation</li> <li>● Send 504 Plans to teachers prior to the start of the new school year</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in 6th to 7th Grade Parents' Night presentation including preparing/developing powerpoint</li> <li>● Participate in 5th to 6th Grade Parents' Night presentation including</li> <li>● preparing/developing powerpoint</li> <li>● 9th Grade Registration presentations/scheduling process</li> <li>● Review teacher recommendations vs. course selections</li> <li>● 504 Plan check ins</li> <li>● Individual counseling</li> <li>● Attend MTSS Core Team Meeting</li> </ul>
<b>September/October</b>	<b>March/April</b>
<ul style="list-style-type: none"> <li>● Review 504 Plans with core teams and with all special area teachers</li> <li>● SST and counseling services presentation to teams</li> <li>● Bullying prevention kick-off event activities coordination</li> <li>● Attend MTSS Core Team Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Prepare and present to 5th grade at Orefield Middle School and Springhouse Middle School and each of the elementary schools</li> <li>● Identify summer school candidates and contact parents to share summer school information</li> <li>● PSSA and Keystone planning, coordination, and testing</li> <li>● Individual counseling</li> <li>● Attend MTSS Core Team Meeting</li> </ul>

November/December	May/June
<ul style="list-style-type: none"> <li>● Coordinate LCTI visitations and assemblies</li> <li>● Attend parent conferences per request</li> <li>● Heroes for the Holidays Building Coordinators</li> <li>● Adopt-A-Family coordination at SMS</li> <li>● Individual counseling</li> <li>● Attend MTSS Core Team Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Individual scheduling meetings with all 8th Graders and 6th &amp; 7th graders as needed</li> <li>● 6th, 7th &amp; 8th Grade Classroom</li> <li>● Scheduling Presentations</li> <li>● Coordinate high school visitations and presentations</li> <li>● Review all final grades</li> <li>● Attend 8th to 9th grade transmittal meetings at PHS to discuss all incoming 9th graders</li> <li>● Attend 5th to 6th grade transmittal meetings at each elementary school to discuss all incoming 6th graders</li> <li>● Teaming (i.e., place students on teams)</li> <li>● Work closely with assistant principals on scheduling issues</li> <li>● Create &amp; develop learning support student schedules</li> <li>● Resolve scheduling conflicts and balance team numbers</li> <li>● Individual counseling</li> <li>● Attend MTSS Core Team Meeting</li> <li>● Schedule Change Requests</li> <li>● Summer school students/parents contacted via phone/email</li> </ul>

**High School Counseling Services Calendar**

Ongoing Monthly
<ul style="list-style-type: none"> <li>● Crisis Response</li> <li>● IEP meetings</li> <li>● 504 Plan meetings</li> <li>● Gifted Individualized Education Plan (GIEP) meetings</li> <li>● Child study team meetings</li> <li>● Attend/follow-up with disciplinary hearings</li> <li>● Individual counseling and follow-up</li> </ul>

<ul style="list-style-type: none"> <li>● ETAP system coordination</li> <li>● SAT and PSAT coordination/administration</li> <li>● Write newsletter articles</li> <li>● Advanced placement testing coordination and testing</li> <li>● School counseling department meetings</li> <li>● Disseminating information to students about scholarships</li> <li>● Disseminating information to students regarding college and career exploration programs</li> </ul>	
<b>July</b>	<b>January</b>
<ul style="list-style-type: none"> <li>● New student registration</li> <li>● Master schedule tasks</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Registration Meetings</li> <li>● Senior conferences with students who have not yet identified future plans</li> <li>● Identify and meet with at risk seniors in danger of not graduating</li> <li>● Registration/course selection materials</li> <li>● Prepare mid-year grade reports for colleges</li> <li>● Grading for second marking period – 7th semester GPA calculations</li> </ul>
<b>August</b>	<b>February</b>
<ul style="list-style-type: none"> <li>● New student orientation activities</li> <li>● Register transfer students</li> <li>● Meet with at-risk students &amp; families</li> <li>● Resolve schedule conflicts</li> <li>● Update 504 Plans</li> <li>● Set up college application systems</li> <li>● Update counseling website</li> <li>● Create high school profile for college applications</li> <li>● Enter data on College Dashboard for special education students requiring extended testing time</li> <li>● Schedule and coordinate college admissions representative visits</li> <li>● ASVAB coordination &amp; administration</li> </ul>	<ul style="list-style-type: none"> <li>● 504 Plan check-ins</li> <li>● Individual meetings with freshmen, sophomores, and juniors to discuss course selection</li> <li>● Pre-register non-public students who will be attending PHS in the fall</li> </ul>

<b>September</b>	<b>March</b>
<ul style="list-style-type: none"> <li>● Meet with transfer and high risk students</li> <li>● Back to school night</li> <li>● Meet with 9th grade students</li> <li>● Resolve schedule conflicts and changes</li> <li>● PSAT registration</li> <li>● College applications/recommendations completed</li> <li>● National Merit Semi-finalist applications</li> </ul>	<ul style="list-style-type: none"> <li>● Career fair</li> <li>● Post-secondary student seminars on college admission process</li> <li>● Parent Forum College Workshop</li> <li>● Continue individual meetings with freshmen, sophomores and juniors for course selection</li> </ul>
<b>October</b>	<b>April</b>
<ul style="list-style-type: none"> <li>● College Night Workshop</li> <li>● Financial aid workshop</li> <li>● Career speakers series</li> <li>● Resolve schedule conflicts and changes</li> <li>● Update 504 Plan Agreements</li> <li>● Continue individual meetings with freshmen</li> <li>● Meet with college representatives</li> <li>● PSAT administration</li> <li>● College applications/recommendations</li> <li>● Review NCAA Clearinghouse Act 48 form</li> </ul>	<ul style="list-style-type: none"> <li>● Post-Secondary Student Workshops</li> <li>● Meet with seniors in danger of not graduating</li> <li>● Coordinate and facilitate Gifted IEP meetings</li> <li>● ASVAB coordination</li> <li>● Senior failure notices developed</li> <li>● Grading for third marking period</li> <li>● Eighth grade tours</li> </ul>
<b>November</b>	<b>May</b>
<ul style="list-style-type: none"> <li>● Review Program of Studies book for next school year</li> <li>● First marking period grading</li> <li>● College applications and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>● Eighth grade tours</li> <li>● Continue Post-secondary student workshops</li> <li>● Advanced Placement testing</li> <li>● Transmittal meetings with middle schools</li> <li>● Senior Academic Awards Program</li> <li>● Schedule change requests for next school year</li> </ul>
<b>December</b>	<b>June</b>
<ul style="list-style-type: none"> <li>● Return PSAT results and respond to inquiries</li> <li>● Develop TV presentation for course registration</li> </ul>	<ul style="list-style-type: none"> <li>● Summer school students and parents contacted via phone/email</li> </ul>

<ul style="list-style-type: none"> <li>• College applications continue to be processed</li> </ul>	<ul style="list-style-type: none"> <li>• SAT administration</li> <li>• Senior Failure List developed</li> <li>• Hand scheduling begins for next school year</li> <li>• Grading for fourth marking period and final grades</li> </ul>
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**Comprehensive School Counseling Program**

**Elementary School Counseling Program**

Activity	Category of Service			Delivery Method				
	Academic	Personal/ Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	System Support Counselor Not Related
Individual Counseling	X	X	X	X				
Student Groups	X	X			X			
Teaching developmental lessons	X	X	X			X		
Transmittal Activities and Meetings	X					X		
Attend Elementary Counselor Meetings	X	X	X				X	
Consultations with parents, teachers, and administration	X	X					X	
Attend Grade Level Team Meetings	X	X					X	

Update counseling Website	X		X				X	
Manage 504 Plans	X						X	
Review Student Records	X						X	
Complete MDE Tasks, Records, & Observations	X						X	
Attend MDE Meetings	X						X	
Attend IEP Meetings	X						X	
New Student Registration & Orientation	X						X	
Coordinate ETAP	X						X	
Behavior Checklist per Parent or Physician Requests	X						X	
Monthly Attendance Team Meetings	X						X	
Facilitate SAIP Meetings	X	X		X			X	
Parent Meetings	X						X	
Local Education Agency representative for GIEP	X						X	
Attend MTSS Core Team Meeting	X						X	
Open House—Provide Assistance and Developmental	X						X	

Information for Parents								
PSSA Coordination and Planning	X						X	
Kindergarten Registration	X						X	
Coordinate Otis-Lennon School Ability Test	X						X	
District-Wide Counselor Inservice Meetings	X						X	
PSSA Clerical and Make Up	X							X
Crisis Response & Counseling		X		X				
Participate in Disciplinary Hearings		X		X				
Assist with Student & Agency Interviews		X		X				
Meet with At-Risk Students & Families		X		X				
New Student Groups		X			X			
PBIS Presentations & Lessons		X				X		
Serve as PBIS coach and coordinate meetings, activities, and incentive program development		X				X	X	
Work on Chapter 339			X			X		

Goals								
Work on ASCA National Model Goals			X			X		
Co-facilitate Xello career awareness lessons with the Media Specialist			X			X		
Monitoring Xello career awareness lesson completion			X			X		
Sent Out Gift Donation Program Letter to Parents		X					X	
Facilitate School Attendance Improvement Plans		X					X	
Coordinate Holiday Program Student List(s)		X					X	
Coordinate School Holiday Program with PTO		X		X			X	
Coordinate Information/ Referrals with Outside Agencies		X					X	
Coordinate Building Food Drive		X					X	
Coordinate Heroes for the Holidays Program for building participation		X					X	
Chaperone for Heroes for the Holidays Program		X					X	

Coordinate Snack Pack Program in Building		X					X	
Summer Professional Development Activities		X					X	
Bullying Prevention Activities		X					X	
LCSCA Meeting and Net Workshop		X					X	
Child Abuse Training		X					X	
Sweep Building During Fire Drills and other Emergency Drills		X					X	
PBIS Daily Ticket		X						X
Student Arrival and Dismissal Duties		X						X
Assist playground and lunch monitors with behavioral management of students		X					X	
Assist with behavioral interventions related to office discipline referrals		X						X
Manage tier 2 and 3 behavior data within MTSS		X					X	
Provide teachers with SEL resources throughout the school year to implement in tier I (e.g., MindUp)		X				X	X	

District Liaison for mental/behavioral health hospitalizations/acute partial hospitalizations		X		X			X	
Academic Monitor for the concussion management program		X		X			X	
Coordinate SAP Meetings and assessment process		X		X			X	

**Middle School Counseling Program**

Activity	Category of Service			Delivery Method				
	Academic	Personal/Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	System Support Counselor Not Related
Individual Counseling	X	X	X	X				
Student Groups	X	X	X		X			
New student orientation activities	X	X					X	
Transmittal Activities & Meetings	X					X		
Eighth Grade Tours	X					X		
Teach counseling Class	X	X	X			X		
Classroom Presentations	X					X		

Prepare and Present to 5th	X					X		
504 Plans/Check-Ins	X						X	
Review Student Records	X						X	
Complete MDE Tasks, Record Reviews, & Observations	X						X	
Attend MDE Meetings	X						X	
Attend ER/IEP Meetings	X						X	
New Student Registration & Orientation	X						X	
Work with Assistant Principals on Scheduling Issues	X						X	
Review Teacher Recommendations with Parent & Student Selections	X						X	
Make schedule changes as needed	X						X	
Academic counseling	X						X	
Assist with Student/Agency Interviews		X		X	X		X	
Supervise school counseling interns							X	
Review report cards each	X						X	

marking period and all final grades								
Behavioral Checklist Per Parent or Physician Requests	X						X	
Identify Summer School Candidates	X						X	
Identify student who are in danger of failing	X				X		X	
Attendance Quarterly Meetings	X						X	
Parent Meetings	X						X	
Open House - Provide Assistance and Developmental Information for Parents	X						X	
Consultation with Parents, Teachers, & Administration	X	X					X	
Attend Grade Level Team Meetings	X	X					X	
PSSA Coordination and Planning	X						X	
Keystone Coordination & Planning	X						X	
Participate in 5th, 6th, & 7th Grade Parent Night	X						X	
Coordinate High School	X						X	

Visitation and Presentations								
Coordinate LCTI Visitation & Assemblies	X						X	
Teach developmental lessons		X		X	X		X	
Prepare Student of the Month Breakfasts & Bulletin Board	X						X	
Counselor E-Communications	X	X	X				X	
Counselor Meetings	X	X	X				X	
Department Meetings	X	X	X				X	
SST Core Team Meeting	X	X					X	
Crisis Response & Counseling		X		X				
Participate in Disciplinary Hearings		X		X				
Assist with Student & Agency Interviews		X		X				
Meet with At-Risk Students & Families		X		X				
Work on Chapter 339 Goals			X			X		
Work on ASCA National Model Goals			X			X		

Develop School-Attendance Improvement Plans		X					X	
Conduct Initial and 30-Day School-Attendance Improvement Plan Meetings		X					X	
Coordinate Holiday Program Student List(s)		X					X	
Coordinate Information & Referral with Outside Agencies		X					X	
Counselor teaches Career Exploration and Decision Making to 7th Grade Students	X	X	X			X	X	
Summer Professional Developmental Activities		X					X	
Bullying Prevention Activities		X					X	
LCSCA Meetings and Net Workshop		X					X	
Conduct mediation between students		X			X		X	
District-Wide Counselor Inservice Meeting							X	
Sweep Building During Fire Drills & Other Emergency Related Drills		X					X	



department meetings								
Review Student Records	X						X	
Update counseling website							X	
Parent forum college workshop	X		X				X	
Complete MDE Tasks, Record Reviews, & Observations	X						X	
Attend MDE Meetings	X						X	
Attend ER/IEP Meetings	X			X				
Transmittal Activities & Meetings	X					X		
New Student Registration & Orientation	X			X			X	
Coordinate ETAP	X						X	
Work with Assistant Principals on Scheduling Issues	X						X	
Disseminate information on college and career exploration programs	X		X				X	
Review Teacher Recommendations with Parent & Student Selections	X			X			X	
Create & Develop	X						X	

Learning Support Student Schedules								
Review All Final Math & Foreign Language Grades	X						X	
Behavioral Checklist per Parent or Physician Requests	X						X	
Identify Summer School Candidates	X						X	
Enter Data on College Dashboard for special Education Students Requiring Extended Testing Time	X						X	
College Applications & Recommendations	X						X	
National Merit Semifinalist Applications	X						X	
Review NCAA Clearinghouse Act 48 Form	X						X	
Develop Senior Failure Notices	X						X	
Eighth Grade Tours	X					X		
Attendance Quarterly Meetings	X						X	
Parent Meetings	X			X				

Resolve Scheduling Conflicts & Changes	X						X	
Develop GIEPs for New Students	X			X				
Develop School-Attendance Improvement Plans		X					X	
Conduct Initial and 30-Day School-Attendance Improvement Plans		X					X	
Identify & Meet with At-Risk Senior in Danger of Not Graduating	X			X				
Open House - Provide Assistance and Developmental Information for Parents	X						X	
Review Program of Studies Book for Next Year	X						X	
TV Presentation for Course Registration	X					X		
Classroom Presentations	X					X		
Consultation with Parents, Teachers, & Administration	X	X					X	
Keystone Coordination & Planning	X						X	
Coordinate & Facilitate GIEP Meetings	X						X	

Coordinate LCTI Visitations and Assemblies	X						X	
Coordinate GIEP Zoomerang Surveys	X						X	
Create High School Profile for College Applications	X						X	
PSAT Registration	X						X	
Return PSAT Results & Respond to Inquiries	X						X	
Plan and manage career fair			X				X	
Schedule & Coordinate College Admissions Rep Visits			X				X	
ASVAB Coordination & Administration			X				X	
Prepare Mid-Year Grade Reports for Colleges	X						X	
Senior Academic Awards Program	X						X	
Individual Counseling	X	X	X	X				
New Student Groups		X			X			
Coordinate Holiday Program Student List(s)		X					X	
Student Groups	X	X	X		X			

Crisis Response & Counseling		X		X				
Coordinate Information & Referral with Outside Agencies		X					X	
Participate in Disciplinary Hearings		X		X				
Assist with Student & Agency Interviews		X		X				
Meet with At-Risk Students & Families		X		X				
Coordinate Food Drive		X					X	
Summer Professional Development Activities		X					X	
Bullying Prevention Activities		X					X	
Lunch & Bus Duty		X						X
Counselor E-Communications		X					X	
Set Up College Application Systems			X				X	
Manage career speaker series			X				X	
Senior Conferences with Students who have not yet Identified Future Plans			X	X				

Work on Chapter 339 Goals			X			X		
Work on ASCA National Model Goals			X			X		
LCSCA Meeting and Net Workshop		X					X	
College Night Workshop			X				X	
Meet with College Representatives			X				X	
Financial Aid Workshop for Students & Parents			X				X	
Post-Secondary Student Workshops			X				X	
Disseminate information about Scholarships			X				X	
Counselor Meetings	X	X	X				X	
Department Meetings	X	X	X				X	
Update Counseling Website	X		X				X	
Child Abuse Training		X					X	
SST Core Team Meeting	X	X					X	
District-Wide Counselor Inservice Meeting	X						X	
Sweep Building During Fire Drills & Other		X					X	

Emergency Related Drills								
SAT Coordination & Administration	X						X	
National School Counseling Week Activities			X				X	

**Comprehensive Career Counseling Services Curriculum**

339.32(1); FRCPP Item 4  
 339.32(6); FRCPP Item 10

**Elementary School Career Counseling Curriculum**

Lesson Content & Program Content	ASCA Domain and/or CEW Domain	Curriculum & Materials	Target Group	Start & End Dates	Number of Students Affected	Location	Evaluation & Assessment	Stakeholders	Contact Person
Wonders Unit 4, Week 1: Time for Work	13.1.3 E	Wonders ELA Curriculum	K	Ongoing	610	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 4, Week 3: Pitch In	13.1.3 C, D	Wonders ELA Curriculum	K	Ongoing	610	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 1 Getting to Know Us	13.1 C, E, H	Wonders ELA Curriculum	1st	ongoing	682	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 2 Our Community	13.1 C,D 13.3 A, C	Wonders ELA Curriculum	1st	ongoing	682	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers

Wonders Unit 4 Animals Everywhere	13.1 D,G, 13.2 E	Wonders ELA Curriculum	1st	ongoing	682	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 5 Figure It Out	13.1 A, B,F	Wonders ELA Curriculum	1st	ongoing	682	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 6 Together We Can	13.2 A, D 13.3 A, B, C	Wonders ELA Curriculum	1st	ongoing	682	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 6 What Keeps Our World Working?	13.2 E 13.3 D	Wonders ELA Curriculum	2nd	ongoing	735	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 1 Friends and Family	13.3.C	Wonders ELA Curriculum	2nd	ongoing	735	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 3 Live and Learn	13.1 A 13.1. E	Wonders ELA Curriculum	2nd	ongoing	735	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 1: Growing and Learning	13.2.3.C	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 1, Week 3: Communities	13.1.3.C, D, E	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work: Create Community Travel Brochure	Teachers and Students	Teachers

Wonders Unit 2, Week 1: Cooperation	13.3..3.B, C	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 4, Week 2: Skills and Talents	13.1.3.A, B	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 5, Week 1: Let's Trade	13.3.3.D	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 5, Week 3: Teaming Up	13.3.3.A, B, C	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 5, Week 3: Learning to Succeed	13.1.3.F, G, H	Wonders ELA Curriculum	3rd	Ongoing	798	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Mission: Interests	13.1 A, B,D,H 13.3 G	Xello	3rd	ongoing	798	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: School Subjects	13.1 B,H	Xello	3rd	ongoing	798	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Managing Big Feelings	13.3 A,B,C	Xello	3rd	ongoing	798	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Why People Work	13.1 E,F, G 13.2 D.	Xello	3rd	ongoing	798	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Wonders Unit 1, Week 2: Think of Others	13.3 B,C	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers

Wonders Unit 3, Week 1: Friendship	13.3 B,C	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 3, Week 2: Helping the Community	13.1 H 13.3 G	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 3, Week 4: Powerful Words	13.3.G 13.4 B	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 5, Week 1: Making it Happen	13.1 D,E,F,H	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Wonders Unit 6, Week 5: Finding my Identity	13.1 A,B,C 13.2 A	Wonders ELA Curriculum	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Teachers and Students	Teachers
Mission: Skills	13.1 D,E, F,G	Xello	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Goal Setting	13.1 G	Xello	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Tools For Success	13.2 A,B, D,E 13.3 A,B,C	Xello	4th	ongoing	748	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Learning and Future Success	13.3 A,B, C,G	Xello	5th	ongoing	752	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Facing Big Challenges	13.3 A,B,C G	Xello	5th	ongoing	752	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and	Counselors and Media Specialists

								Students	
Mission: Learning Paths	13.1 D,E, G	Xello	5th	ongoing	752	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Mission: Starting a Business	13.4 A,B,C,	Xello	5th	ongoing	752	Elementary Buildings	Evidence of Student Work	Counselors, Media Specialists, and Students	Counselors and Media Specialists
Wonders Unit 1, Week 1: Meeting a Need	13.1.5 E; 13.3.5 D	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 1, Week 4: Inventions	13.4.5 A, B	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 3, Week 4: Teamwork	13.3.3 B 13.3.5 B, C	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 4, Week 5: Express Yourself	13.2.3 A 13.2.5 A	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Wonders Unit 6, Week 1: Joining Forces	13.3.3 A, B 13.3.5 B	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work; Wonders Assessments	Teachers and Students	Teachers
Unit 6, Week 2: Getting Along	13.3.3 C 13.3.5 C	Wonders ELA Curriculum	5th	Ongoing	752	Elementary Buildings	Evidence of Student Work;	Teachers and Students	Teachers

							Wonders Assessments		
Introduction to school counselor	13.1 E	PSD Elementary Counseling Program	K-5th	September	4,325	Elementary Buildings	Students can recognize the counselor and locate the school counselor's office	Counselor and students	Counselor
Feeling identification	13.3 A, B, C	PBIS and MindUp	K-5th	Ongoing	4,325	Elementary Buildings	Pre and post test	Counselor and students	Counselor
Friendship Skills	13.2A,E; 13.3 B,C; 13.4 B	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work and PBIS Data	Counselor, students, faculty, and Staff	Counselor, Faculty, and Staff
Good Citizens	13.2 E; 13.3 A,B,C	PBIS	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work and PBIS Data	Teachers, students, and Staff	Teachers and Staff
Getting Along with others	13.1 A; 13.2 A,E; 13.3 A, B,C	PBIS	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work and PBIS Data	Teachers and students	Teachers
Time Management	13.3 E	Infused throughout the elementary curriculum	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work	Teachers and students	Teachers
Communication	13.2 A; 13.3 B,C	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty and staff	Counselors , Faculty and staff
Perspective Taking	13.1 A, B; 13.2 E;	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty	Counselors , Faculty

	13.4 B							and staff	and staff
Working cooperatively; identifying effective group interaction strategies	13.3 B,C	MindUP and PBIS	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Teachers, staff, students	Teachers and staff
Applying appropriate speaking and listening techniques	13.2 A	MindUP and PBIS	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Teachers, staff, and students	Teachers and staff
Apply essential workplace skills to daily activities	13.2 E	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Teachers, staff, and students	Teachers and staff
Mindfulness	13.2 A, E; 13.3 A,B,C, E, G; 13.4 B	MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work and PBIS Data and MindUP lesson involvement	Teachers, Staff, Counselors, and students	Counselors and Teachers
Coping Strategies	13.2 A, E; 13.3 A,B,C,G; 13.4 B	PBIS, and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of student work and PBIS Data and MindUP strategies used	Teachers, Staff, Counselors and students	Teachers, Staff, Counselors
Problem Solving	13.1 H; 13.2 A,E; 13.3 A,B,C, G; 13.4 B	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty and staff	Counselors , Faculty and staff
Bullying Prevention	13.2 A,E; 13.3 A,B,C; 13.4 B	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty and staff	Counselors , Faculty and staff

Respect	13.2 A,E; 13.3 A,B,C, F; 13.4 B	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty and staff	Counselors , Faculty and staff
Conflict Resolution	13.2 A, E; 13.3 A,B,C; 13.4 B	PBIS and MindUP	K-5th	Ongoing	4,325	Elementary Buildings	Evidence of Student Work	Counselors, students, faculty and staff	Counselors , Faculty and staff
Career Introduction	13.1 B, D	Xello	3rd-5th	January	2,298	Elementary Buildings	Students identifying careers and skills that are associated with career paths	Counselors and students	Counselor, Media specialist

**Middle School Career Counseling Curriculum**

Lesson Content & Program Content	ASCA Domain and/or CEW Domain	Curriculum & Materials	Target Group	Start & End Dates	Number of Students Affected	Location	Evaluation & Assessment	Stakeholders	Contact Person
Xello Individual Goals and Plan	13.1.8.G 13.2.8.D	Xello	7th	Ongoing	1,549	Middle Schools	Completion of Xello tasks	Counselor, Information Technology Teacher, and students	Counselor and Information Technology Teacher
Matchmaker, Personality Style, Mission Complete, Learning Style	13.1.8.B	Xello	7th	Trimester	807	Middle Schools	Completion of Xello tasks	Counselor and students	Counselor
Interests	13.1.8.A, B	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making	Counselor teaching Career Awareness

								and students	and Decision Making
Biases and Career Choices	13.1.8.C	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Personality Styles	13.1.8.A, B	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Explore Career Matches	13.1.8.B, H	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Discover Learning Pathways	13.1.8.D, F 13.2.8.B	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Learning Styles	13.1.8.A, B	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making

Decision Making	13.3.8.A	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Time Management	13.2.8.E 13.3.8.E	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Study Skills and Habits	13.1.8.A, B 13.3.8.E	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
School Subjects at Work	13.1.8.F	Xello	7th	Trimester	807	Middle Schools	Completion of Xello lesson	Counselor teaching Career Awareness and Decision Making and students	Counselor teaching Career Awareness and Decision Making
Course selection and individual counseling	13.1.8.F, H	Course catalog	8th	Winter	742	Middle Schools	Number of students who complete course selection	Counselor and students	Counselor
LCTI Presentation	13.1.8.A, D	LCTI Presentation	8th	Fall	742	Middle Schools	Number of students enrolled	Counselor and students	Counselor
LCTI Field Trip	13.1.8.A, D	LCTI	8th	Fall	742	LCTI	Number of students enrolled	Counselor and students	Counselor

PHS Course Selection Presentation	13.1.8.H	PHS Course Selection Presentation	8th	Winter	742	Middle Schools	Courses selected	Counselor and students	Counselor
DeVinci Center Trips	13.1.8.A, D	DeVinci Center	8th	Ongoing	742	Middle Schools	Number of students enrolled	Teacher and students	Teacher
Mock Trials in Civics	13.1.8.A, D	Civics	8th	Spring	742	Middle Schools	Civics assignment completion	Civics teacher and students	Civics teacher
Skills	13.1.8.A, B 13.2.8.E	Xello	8th	Ongoing	742	Middle Schools	Completion of Xello lesson	Information Technology teacher and students	Information Technology teacher
Jobs and Employers	13.2.8.B, E	Xello	8th	Ongoing	742	Middle Schools	Completion of Xello lesson	Information Technology teacher and students	Information Technology teacher
Transition to High School	13.1.8.A,	Xello	8th	Ongoing	742	Middle Schools	Completion of Xello lesson	Information Technology teacher and students	Information Technology teacher
Self-Advocacy	13.2.8.E	Xello	8th	Ongoing	742	Middle Schools	Completion of Xello lesson	Information Technology teacher and students	Information Technology teacher

**High School Career Counseling Curriculum**

Lesson Content & Program Content	ASCA Domain and/or CEW Domain	Curriculum & Materials	Target Group	Start & End Dates	Number of Students Affected	Location	Evaluation & Assessment	Stakeholders	Contact Person
Exploring Career Factors	13.1.11.A, B, C 13.2.11.B	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and	Counselor and Instructional

								students	Supervisor
Getting Experience	13.2.11.B	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Work Values	13.1.11.A, B, E	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Career and Lifestyle Costs	13.1.11.B 13.2.11.B	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Workplace Skills and Attitudes	13.2.11.E	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Program Prospects	13.1.11.F	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Entrepreneurial Skills	13.4.11.A, B	Xello	9th	Ongoing	856	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Course selection and individual counseling	13.1.11.F, H	Course catalog	9th, 10th, 11th	Mid-year	2,449	High School	Number of students who complete course selection	Counselor and students	Counselor
Xello Individual Goals and Plan	13.1.11.G 13.2.11.D	Xello	9th, 10th, 11th	Ongoing	1,549	Middle Schools	Completion of Xello tasks	Counselor, Information Technology Teacher, and students	Counselor and Information Technology Teacher

Career Speaker Presentation Reflection	13.1.11 D	Xello	9th, 10th, 11th	Ongoing	2,449	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Choosing a College	13.1.11.F	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Career Demand	13.2.11.B	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Work/Life Balance	13.1.11.C, E	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Defining Success	13.2.11.E	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Career Backup Plans	13.1.11.B 13.2.11.B	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Job Interviews	13.2.11.A	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Career Path Choices	13.2.11.B, 13.2.11.E	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Entrepreneurial Skills	13.4..11.A, B	Xello	10th	Ongoing	793	High School	Completion of Xello lesson	Counselor and Instructional Supervisor and	Counselor and Instructional

								students	Supervisor
PHS Career Fair	13.2.8.B	Career Fair materials	11th	Fall	800	High School	Number of students at Career Fair	Counselors, Business, and Community Organizations, Students	Allison McPeek
About Me	13.1.11.A, B,	Xello	11th, 12th	Ongoing	1,616	High School	Completion of Xello tasks	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor
Create Resume	13.2.11.C	Xello / Resume Builder	11th, 12th	Ongoing	1,616	High School	Completion of resume	Counselor and Instructional Supervisor and students	Counselor and Instructional Supervisor

**External Resources by National Career Cluster**  
339.32(3); FRCPP Item 7

External Resources by National Career Cluster		
Career Resource Name and Link	Website	Career Cluster(s)
ABC (Associated Builders & Contractors)-Eastern PA	<a href="https://abceastpa.org/">https://abceastpa.org/</a>	Architecture & Construction
ArtsQuest	<a href="https://www.artsquest.org/">https://www.artsquest.org/</a>	Hospitality & Tourism
Bear Creek Mountain Resort and Conference Center	<a href="https://www.bcmountainresort.com/">https://www.bcmountainresort.com/</a>	Hospitality & Tourism
Blue Mountain Resort	<a href="https://www.skibluemt.com/">https://www.skibluemt.com/</a>	Hospitality & Tourism
Camelot for Children	<a href="https://www.camelotforchildren.org/">https://www.camelotforchildren.org/</a>	Human Services
Cedar Crest College	<a href="https://www.cedarcrest.edu/">https://www.cedarcrest.edu/</a>	Education & Training
Cedar Senior Care and Rehabilitation	<a href="https://www.cedarbrookseniorcare.com/">https://www.cedarbrookseniorcare.com/</a>	Human Services

Cetronia Ambulance Corps	<a href="https://www.cetronia.org/">https://www.cetronia.org/</a>	Law, Public Safety, Corrections, & Security
Community Services for Children	<a href="https://cscinc.org/">https://cscinc.org/</a>	Human Services
Community Services Group	<a href="https://www.csgonline.org/">https://www.csgonline.org/</a>	Human Services
Country Meadows Retirement Communities	<a href="https://www.countrymeadows.com/">https://www.countrymeadows.com/</a>	Human Services
Dorney Park & Wildwater Kingdom	<a href="https://www.dorneypark.com/">https://www.dorneypark.com/</a>	Hospitality & Tourism
Greenawalds Fire/Rescue	<a href="https://www.greenawalds.com/">https://www.greenawalds.com/</a>	Law, Public Safety, Corrections, & Security
iHaveiNeed Inc.	<a href="https://ihave-ineed.org/">https://ihave-ineed.org/</a>	Human Services
International Brotherhood of Electrical Workers Local 375	<a href="https://www.ibew375.org/">https://www.ibew375.org/</a>	Hospitality & Tourism
KCBA Architects	<a href="https://kcba-architects.com/">https://kcba-architects.com/</a>	Architecture & Construction
Lehigh Carbon Technical Institute	<a href="https://www.lcti.org/">https://www.lcti.org/</a>	Education & Training
Lehigh Country Club	<a href="https://www.lehighcc.com/">https://www.lehighcc.com/</a>	Hospitality & Tourism
Lehigh University-Energy Research Center	<a href="https://www.lehigh.edu/energy/">https://www.lehigh.edu/energy/</a>	Education & Training
Lehigh Valley Health Network	<a href="https://www.lvhn.org/">https://www.lvhn.org/</a>	Health Science
Lehigh Valley IronPigs	<a href="https://www.milb.com/lehigh-valley">https://www.milb.com/lehigh-valley</a>	Hospitality & Tourism
Lehigh Valley Jewish Community Center	<a href="https://lvjcc.org/">https://lvjcc.org/</a>	Human Services
Lutron Electronics	<a href="https://www.lutron.com/en-US/pages/default.aspx">https://www.lutron.com/en-US/pages/default.aspx</a>	Manufacturing; Science, Technology; Engineering, & Math
New Tripoli Bank	<a href="https://www.newtripolibank.net/">https://www.newtripolibank.net/</a>	Finance
North Whitehall Township	<a href="https://northwhitehall.org/">https://northwhitehall.org/</a>	Government & Public Administration
Northampton Community College	<a href="https://www.northampton.edu/">https://www.northampton.edu/</a>	Education & Training
Olson Technologies / Homestead Valve / Mosser Valve	<a href="https://www.homesteadvalve.com/">https://www.homesteadvalve.com/</a>	Manufacturing; Science, Technology, Engineering, & Math
PA CareerLink	<a href="https://www.pacareerlink.pa.gov/jponline/">https://www.pacareerlink.pa.gov/jponline/</a>	Education & Training
Parkland CARES Food Pantry	<a href="https://parklandcaresfp.org/">https://parklandcaresfp.org/</a>	Human Services

Parkland Community Library	<a href="https://www.parklandlibrary.org/">https://www.parklandlibrary.org/</a>	Education & Training; Government & Public Administration
Parkland High School Career Resources	<a href="https://phs.parklandsd.org/departments/guidance/career-resources">https://phs.parklandsd.org/departments/guidance/career-resources</a>	Education & Training
Pennsylvania College of Technology	<a href="https://www.pct.edu/">https://www.pct.edu/</a>	Education & Training
Pennsylvania Interscholastic Association	<a href="https://www.piaa.org/">https://www.piaa.org/</a>	Education & Training
Pennsylvania National Guard	<a href="https://www.pa.ng.mil/">https://www.pa.ng.mil/</a>	Military
Pennsylvania Office of Administration	<a href="https://www.oa.pa.gov/Pages/default.aspx">https://www.oa.pa.gov/Pages/default.aspx</a>	Government & Public Administration
Pennsylvania Shakespeare Festival	<a href="https://pashakespeare.org/">https://pashakespeare.org/</a>	Hospitality & Tourism
Peoples Security Bank & Trust	<a href="https://www.psbtc.com/">https://www.psbtc.com/</a>	Finance
Pocono Whitewater	<a href="https://www.poconowhitewater.com/">https://www.poconowhitewater.com/</a>	Hospitality & Tourism
Precision Roll Grinders	<a href="https://precisionrollgrinders.com/">https://precisionrollgrinders.com/</a>	Manufacturing
SDS Design Associates, Inc.	<a href="https://sdsdesign.com/">https://sdsdesign.com/</a>	Manufacturing
Service Electric	<a href="https://www.sectv.com/">https://www.sectv.com/</a>	Arts, A/V Technology, & Communications
Sharp Packaging Services, LLC	<a href="https://www.sharpservices.com/facilities/building-1-allentown-us/">https://www.sharpservices.com/facilities/building-1-allentown-us/</a>	Manufacturing
South Whitehall Police Department	<a href="https://www.southwhitehall.com/departments/emergency-services/police">https://www.southwhitehall.com/departments/emergency-services/police</a>	Law, Public Safety, Corrections, & Security
South Whitehall Township	<a href="https://www.southwhitehall.com/">https://www.southwhitehall.com/</a>	Government & Public Administration
St. Luke's University Health Network	<a href="https://www.slhn.org/">https://www.slhn.org/</a>	Health Science
State Farm Insurance	<a href="https://www.statefarm.com/">https://www.statefarm.com/</a>	Finance
Thermo Fisher Scientific	<a href="https://www.thermofisher.com/us/en/home.html">https://www.thermofisher.com/us/en/home.html</a>	Health Science
Tyber Medical, LLC	<a href="https://tybermedical.com/">https://tybermedical.com/</a>	Manufacturing
United States Air Force	<a href="https://www.airforce.com/">https://www.airforce.com/</a>	Military
United States Army	<a href="https://www.army.mil/">https://www.army.mil/</a>	Military

United States Navy	<a href="https://www.navy.mil/">https://www.navy.mil/</a>	Military
United States Tennis Association Middle States	<a href="https://www.usta.com/en/home/about-usta/who-we-are/middlestates/districts.html">https://www.usta.com/en/home/about-usta/who-we-are/middlestates/districts.html</a>	Education & Training
Upper Macungie Fire Department	<a href="https://www.uppermac.org/departments/fire-police-ems/umt-fire-departments">https://www.uppermac.org/departments/fire-police-ems/umt-fire-departments</a>	Law, Public Safety, Corrections, & Security
Valley Preferred Cycling Center	<a href="https://thevelodrome.com/">https://thevelodrome.com/</a>	Hospitality & Tourism
Wegmans Food Markets	<a href="https://www.wegmans.com/">https://www.wegmans.com/</a>	Hospitality & Tourism
Worth and Company	<a href="https://www.worthandcompany.com/">https://www.worthandcompany.com/</a>	Manufacturing; Science, Technology, Engineering, & Math
YMCA	<a href="https://www.ymca.org/">https://www.ymca.org/</a>	Human Services

**Orientation to Career and Technical Options**

339.32(5), FRCPP Item 9

**Elementary School Orientation to Career and Technical Options**

Grade	Intervention, Program, Events	Stakeholders Delivering	Data Used as Success Indicator	Begin and End	Contact Person
5th	LCTI Tours	LCTI Staff and Elementary School Counselor	# Students attending tours	March	Elementary School Counselor
5th	LCTI Presentation	LCTI Staff and Elementary School Counselor	# Students attending presentations	January	Elementary School Counselor
3rd-5th	Xello Career Awareness Lessons	School Counselor and Media Specialist	# Students completing lessons	September to May	School Counselor and Media Specialist
K-5th	Career Speaker	Classroom Teacher	# Students	Ongoing	Classroom Teacher

	Series		attending presentations		
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**Middle School Orientation to Career and Technical Options**

Grade	Intervention, Program, Events	Stakeholders Delivering	Data Used as Success Indicator	Begin and End	Contact Person
8th	LCTI Tour	SMS & LCTI Staff	# of students attending and student feedback post-tour	November	Middle School 8th Grade Counselor
8th	LCTI Presentation	LCTI Staff and 8th Grade Counselor	# of students attending the presentation	October	Middle School 8th Grade Counselor
7th-8th	Xello Career Awareness Lessons	Career Exploration / Decision Making Instructor/Information Technology Teachers	# of students completing lessons	August-June	Brandi McFarland / Information Technology Teachers
6th-8th	Student Course Registration	OMS/SMS School Counselors/Administration/Staff	# of completed course registrations by the March deadline	January-March	OMS/SMS Counselors and respective administrative teams

**High School Orientation to Career and Technical Options**

Grade	Intervention, Program, Events	Stakeholders Delivering	Data Used as Success Indicator	Begin and End	Contact Person
9th-11th	LCTI Tour	PHS & LCTI Counselors	# of students attending and student feedback post-tour	November	Christine Thomas
9th-12th	Course Registration Guide	PHS Administration & Counselors	Student/Parent feedback	October-March	Tammy Stavenski-Bennick
11th	Informational sessions for specific LCTI programs	PHS & LCTI Counselors	# of students attending the info session	December	Christine Thomas
9th-11th	Student Course Registration	PHS Administration, Counselors and Faculty	# of completed course registrations by the March deadline	January-March	Terry Meehan, PHS Counselors
11th	PHS Career Fair	PHS Administration, Counselors, Faculty and LCTI Representatives	# of students attending the Career Fair	March	Allison McPeek

### School Counselor Job Description

Title: SCHOOL COUNSELOR

Reports to: Principal / Director of Student Services

#### Position Summary

1. The school counselor should possess the knowledge, ability, skills and attitudes necessary to plan, coordinate, implement, and evaluate a comprehensive developmental results-based school counseling program.

### **Qualifications**

1. Education: Master's in Elementary/Secondary School Counseling required
2. Certification: Valid Pennsylvania Elementary/Secondary School Counseling Certification

### **Experience**

1. Minimum of three (3) years teaching experience preferred.

### **Knowledge/Skills/Abilities**

1. Demonstrated effective oral and written communications skills.
2. Strong organizational and record keeping skills.
3. Demonstrated effective interpersonal skills.
4. High aptitude for organizing office projects.
5. Demonstrates integrity and possess confidentiality skills.
6. Describes philosophy of the District K-12.
7. Knowledge of child growth and development.
8. Ability to develop and implement elementary/secondary counseling curriculum.
9. Knowledge of educational and psychological tests and statistical treatment of data.
10. Knowledge of educational materials and teaching strategies.
11. Ability to counsel students, teachers and parents.
12. Ability to diagnose educational and emotional needs and prescribe appropriate remediation.
13. Ability to conduct educational research.
14. Ability to work in a team approach in counseling.
15. Ability to impact every student on caseload in addition to services provided to students in need.
16. Possession of personal integrity, good character, physical stamina, and emotional stability.
17. Potential for professional growth and advancement including the acceptance of constructive criticism.
18. Positive philosophy and commitment to learning, youth and the processes of education.
19. Ability to work independently and make independent decisions, strong problem solving and team skills.
20. Ability to build rapport and maintain working relationships and positive rapport with staff, co-workers, community and administration.

21. Ability to attend work regularly at assigned work hours subject to lawful leave rights and responsibilities.
22. Other skills and characteristics which the board of school directors may deem appropriate.

## **Functions/Duties/Responsibilities**

### ***Primary***

1. Orientation of new students to the school environment
  - a. Counsel new students, review entry tests results and assist in group placement
  - b. Assist in orientation of student from grade to grade and from school to school
  - c. Counsel students selected for special group placement
2. Identification and development of individual development
  - a. Administer individual and group tests as deemed necessary
  - b. Identify students for special group placement
  - c. Interpret test results to students, faculty and parents
3. Coordination of school and community resources
  - a. Refer student to appropriate community agencies
  - b. Provide consultant aid to teachers in developing appropriate teaching strategies
  - c. Act as consultant to community agencies on student problems
4. Implementation of individual and group counseling procedures
  - a. Counsel students as individuals to assist in adjustment to school and to aid in resolving school, home and personal problems
  - b. Conduct group counseling to supplement individual counseling in the dissemination of information and to provide group problem-solving settings for those students unable to profit from individual counseling
  - c. Counsel students scheduled for special group placement
  - d. Observe classroom procedures to gain insight into the group functioning of the students
5. Maintenance of an articulated system of relevant and accurate student records: provide pertinent data on student for inclusion in the permanent records
6. Facilitation of communication between school, staff and parents
  - a. Act as consultant to the classroom teacher on child growth and development
  - b. Assist the teacher and principal in understanding the deviant behavior of students
  - c. Conduct parent interviews, make home visits and counsel parents on the performance of their children

7. Establishment of functional relationship between the counselor and student services personnel
  - a. Refer students to the student service personnel responsible for providing the services indicated
  - b. Act as a team member in the resolution of academic, social or emotional problems
8. Initiation and maintenance of an articulated academic, social, emotional, and career counseling program
  - a. Provide opportunities for the student to explore various career possibilities
  - b. Assist the student to gain insight into his/her academic potential and functioning level
  - c. Assist the student to gain insight to social/emotional growth
9. Consultation in curricular development
  - a. Assist in in-service training of the staff
  - b. Conduct research as directed. Prepare, interpret and report statistical data
  - c. Assist in the development of innovative approaches to educational competency
10. Special or Temporary Assignments by the Superintendent of Schools: responsible for other related assignments made by the principal or superintendent
11. Contribute to the development of all aspects of the school community as expressed in the Parkland School District philosophy
12. Help each student to receive the related information and to develop the understandings and skills which will be of benefit to the student throughout school and in life

**Physical Requirements which are requisite to complete the functions/ duties/responsibilities listed above**

1. Light Work: Exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force as frequently as needed to move objects.
2. Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), carry or convey sufficient weight to safely and effectively carry out functions, duties and responsibilities.
3. Ability to independently ambulate in and around school buildings and office areas.
4. Ability to travel to and from assigned work locations without employer support