

NORTHERN LEHIGH SCHOOL DISTRICT



K-12 Guidance Plan (Chapter 339) 2026-2029

Revised March 2026

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NORTHERN LEHIGH SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Northern Lehigh School District is to provide a safe school climate where everyone is valued, respected, and included. Our community promotes a collaborative and supportive learning culture that meets students at their level and challenges all to learn and grow. We prepare and motivate our students for their future endeavors by teaching them essential skills, civic responsibility, and an appreciation for life-long learning. We encourage pride in ourselves, schools, and community. We strive for excellence in all we do.

OUR SCHOOLS



Peters Elementary School (K-2)



Slatington Elementary School (3-6)



Northern Leigh Middle School (7-8)



Northern Lehigh High School (9-12)

MOTTO

Living, learning, and leading to make every story better.

DISTRICT OVERVIEW

The Northern Lehigh School District has 1602 students (October 2025 PIMS Report). Of those, 72.19% are White, 21.04% Hispanic, 2.36% Black, less than 1% are each Asian, Native Hawaiian/Pacific Islander, and American Indian/Alaskan Native, and 3.41% Two or More Races. The percentage of students who are identified as economically disadvantaged is 48.23%, English Language Learners is 3.91%, special education is 20.4% and gifted is 1.19%. For the Class of 2025, 37% of graduates planned to attend a four-year college or university, 28% enrolled in a two-year college, 1% pursued trade, technical, or business school, 2% joined the military, and 32% entered the workforce.

SCHOOL COUNSELORS AND ASSIGNMENTS

Grade Level	School	School Counselor	Number of Students
K-2	Peters Elementary School	Mia Lidestri	378
3-6	Slatington Elementary School	Suzanne Mengel	494
7-8	Northern Lehigh Middle School	Kayla Diehl	230
9-12 (A-L)	Northern Lehigh High School	* Allison Chruscial	241
9-12 (M-Z)	Northern Lehigh High School	Raquel Hoffert	240

* Lead Counselor/Department Leader

SCHOOL COUNSELING MISSION

The mission of the NLSD Counseling Department is to support the academic, career, and social-emotional development of every student in a safe, inclusive, and respectful climate. Through a comprehensive, data-driven counseling program, our counselors recognize that each learner's story is unique. By collaborating with teachers, families, and community partners, we remove barriers, foster opportunities, and empower students to grow, lead, and value lifelong learning.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The Northern Lehigh School District offers a variety of PDE-approved career and technical education programs to students through offerings at [Lehigh Career and Technical Institute \(LCTI\)](#).

BOARD-APPROVED GUIDANCE PLAN

This K-12 Comprehensive Guidance Plan (Chapter 339) is approved by the Northern Lehigh School Board. The date when it was last approved was March 9, 2026.

SECTION 1 - CAREER AND TECHNICAL CURRICULA

The Northern Lehigh School District provides career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning.

The Northern Lehigh School District maintains a monthly calendar of K–12 career guidance activities organized by domain (academic, career, and social/emotional) and grade span. The calendar includes ongoing activities designed to assist all students and their parents or guardians with career planning to meet individual needs and interests.

Elementary School Level

At the elementary level, students are introduced to multiple career clusters and employment opportunities. In grade 5, students learn about the local career and technical school and are invited to tour the facility to observe and discover available programs and skills.

Middle School Level

At the middle school level, students expand their understanding of career clusters and begin exploring career pathways. In grade 8, students attend an Introduction to LCTI assembly followed by a facility tour. They then complete an online application by the March deadline to indicate six lab choices for potential placement beginning in grade 9.

High School Level

At the high school level, students who apply and are accepted to LCTI attend their assigned CTE lab for part of the school day. Each year, applications are due by March for priority placement. Students requiring credit recovery may enroll in the Career Academy Program (CAP), which combines technical instruction with academic coursework to meet graduation requirements. During their CTE experience, students may participate in cooperative education, internships, and technical area clubs. In grade 12, eligible students may apply to the Emerging Health Professionals or Animal Science programs, which include dual-enrollment coursework and clinical shadowing opportunities.

Student Awareness Activities:

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Success Indicator	Time	Contact Person
5	Intro LCTI	Educators/Students	Presentation Q and A Portfolio Artifact	Spring	SE School Counselor

5	Tour of LCTI	Educators/ Students	Tour Q and A Portfolio Artifact	Spring	SE School Counselor
8	Field Trip to LCTI	Educators/Students	Tour Q and A Portfolio Artifact	Winter	MS and HS Counselor
9-11	Field trip to LCTI	New students to the district	Tour Q and A	Fall	MS and HS Counselor
8-11	Course Selection	Educators/Students	Completed Course Selection Sheets	January- March	HS Counselors
8-11	Course Selection Assembly	Educators/Students	Presentation Q and A	January/ February	HS Counselors
11	Emerging Health Professionals & Animal Science Info. Session	11th grade students	Presentation Q and A	December	HS Counselors

Parent Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
Course Selection Information Night	Winter	Educators	Presentation Attendance Q and A	HS and MS Counselor
Table at Open Houses	September	Educators	Questions from parents/ guardians	HS and MS Counselor
Website Link to LCTI Application	All Year	Educators	Successful Completion	HS and MS Counselor

Educator Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
LCTI Presentation to Elementary Staff	Spring	LCTI	Presentation Q and A	SE School Counselor
LCTI Presentation to Staff and Tour	Approx. every 5 years	Educators	Presentation Tour Q and A Exit Ticket	Administration
LCTI IEP Input Meetings	Ongoing	Liaisons	Grades Teacher Input Competencies Completed	HS IEP Case Managers

Guidance Services Program Calendar

PROGRAM CALENDAR BY DOMAIN						
Gr	Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non- counsel or Related

AUGUST						
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Academic						
K-2	PBIS review of school rules Meet the teacher night Kinderquest	Develop/assist the needs for students	1:1 counseling as needed IEP and 504 meetings if necessary	Attend staff meetings for IEPs		
3-6	PBIS review of rules Meet the Teacher night 3rd grade orientation Enroll students in Bulldog Academy	Develop/assist the needs of students for individual and group support	Individual counseling as needed IEP and Chapter 15 meetings	Attend faculty mtg IEP meetings		
7-8	PBIS - Inspire Review of Rules Review rules/responsibilities and enroll students in Bulldog Academy IXL Baseline scores 7th Grade Orientation Parent Open House	Counseling completed as needed per student/parent/teacher concerns arise Identify academic supports needed and enroll identified students into Enrichment/Remediation Courses for Quarter 1	IEP and Chapter 15 meetings	Attend Team meetings - Academic and Grade Level Attend faculty meetings IEP meetings		
9-12	Dual Enrollment registration Finalizing scheduling conflicts/changes	Review supports needed for mental health (Nulton, CHC) and begin planning with these programs.	Meet with classes at the beginning of the year to discuss schedules and mental health supports	IEP meetings Faculty Meetings Child Study Data Team		

	Bulldog Academy enrollments and meetings		1:1 counseling as needed Update 504 plans		
Career					
K-2	College and Career Readiness Platform				
3-6	College and Career Readiness Platform				
7-8	College and Career Readiness Platform	Begin Essential Skills and Financial Literacy class assignments		Academic and Grade Level Team meetings Counseling done as needed per students/parent/teacher concern(s) arise	
9-12					
Social/Emotional					
K-2	Hold an assembly to review school rules and expectations	Develop/assist the needs of students for individual and group support	Individual counseling as needed	SST and SAP meetings	
3-6	Meet with each class for introductions and expectations	Develop/assist the needs of students for individual and group support	Individual counseling as needed	SST and SAP meetings	
7-8	Individual/Group Counseling with CHC Individual counseling with Nulton Individual check ins with School Social Worker	Check ins with identified students from previous academic year Check in/out with identified students Refer students/families for services as needed	Counseling done as per students/parent/teacher concern(s) arise	INSPIRE and SAP meetings	
9-12					

SEPTEMBER

Academic

K-2	Kindergarten Orientation Parent Presentation Events Back to School Student/Parent Open House Night and Presentation Teacher Consultations Parent Consultations SWPBS Booster Enroll students in Bulldog Academy	Title 1 reading intervention	Counseling done as needed per student/ parent/teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	SWPBS Review of rules PSSA Data Review BA enrollment and monitoring IEP and Chapter 15 meetings Meet the Teacher night BA monitoring	Title 1 reading intervention	Counseling done as Needed student/parent/teacher concern(s) arise	Input for IEP, 504 and GIEP meeting Attends and presents at faculty meetings SAIP meetings	
7-8	PBIS - Inspire Review of rules IXL baseline scores Enroll students in Bulldog Academy 7th Grade Orientation	Check in/Check out Identify academic supports needed and enroll identified students into Enrichment/Remediation Courses for Quarter 1	Counseling done as needed per student/parent/teacher concern(s) arises. IEP and Chapter 15 meetings	Attend team meetings Attend faculty meeting Individual IEP meetings Participate in SAIP meetings to support student's	

	Parent Open House College and Career Readiness Platform Introduction Bulldog Academy enrollment/monitoring			needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	PSAT registration FAFSA Information Night presented by PHEAA PBIS Review of Bulldog Bold Back to School Night (CHC, Nulton)	Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	Senior meetings to review graduation requirements, career pathway, portfolio completion		
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	College and Career Readiness Platform				
7-8	College and Career Readiness Platform 7th Grade Orientation Parent Open House	Begin Essential Skills and Financial Literacy class assignments	Team Meeting Counseling done as needed per students/parent/teacher concern(s) arise		
9-12	Introduce College and Career Readiness Platform	Check in/Check out Meet with students for crisis	Create career plan with seniors college applications/	Hold meetings with students who are not being successful and work with their	

	Parent Open House	counseling or peer mediation as needed Refer students/families for services as needed	letters of recommendation	teachers to plan for their success.	
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Social/Emotional

K-2	<p>Parent Conferences of Concerns pertaining to beginning of school year adjustments of students with academic struggles in class or homework, skills, etc.</p> <p>IEP and Chapter 15 meetings</p> <p>Coordination with VFW Ladies Auxiliary for Pledge of Allegiance Kindergarten Program involving State Representatives</p> <p>Kindergarten Learning to Care</p> <p>First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House</p> <p>Second Step</p> <p>Classroom Lessons on social skills</p>	Check in check out program	Center for Humanistic Change Learning Lessons Small Group		
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3-6	Schedule/begin grade level reward store Growth Mindset lessons for students Second Step Classes Zones of Regulation	Bounce Back program Check in/Check out Small group counseling Nulton	Individual Counseling as needed Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Individual/Group Counseling with CHC D&A evaluations Individual Counseling MARS, Nulton, & Treatment Trends	Meet with 7th graders for Middle School Introductions Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings		
9-12	Individual and group counseling with CHC Individual Counseling Treatment Trends, MARS, and Nulton	Check-in/Check-out Counseling as needed	CareerLink presentations		

OCTOBER

Academic					
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K-2	Individual and Group Discussion of what students would like to do when they grow up and how their daily academics each day in school are important for all careers.	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review Student, Teacher, Parent consults of	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
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	Consult with parents and teachers about student academic concerns			peer interactions throughout the school wide setting; Assist with Fall Fun Day Event and Activities	
3-6	Quarter rewards for students grades ch3-6 Participate in Child study meetings BA monitoring IEP and Chapter 15 meetings	Title 1 reading intervention	Counseling done as needed student/parent/teacher concern(s) arise	Input for IEP, 504 and GIEP meeting SWPBS monitoring Attends and presents at faculty meetings SAIP meeting	
7-8	Progress Reports and distribution IXL baseline testing BA monitoring	Check in/Check Out Academic Support as needed Identify academic supports needed and enroll identified students into Enrichment/Remediation Courses for Quarter 2	LCTI Information Sessions Counseling done as needed per student/parent/teacher concern(s) arises. IEP and Chapter 15 meetings	Participate in SAIP meetings to support student's needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	Administer the PSAT Financial Aid information night for Parents & Students LCTI Visit for new students	Check-in/Check-out Refer families for services Academic support as needed	Junior meetings for college/career planning, pathways, portfolio		
Career					
K-2	College and Career Readiness Platform Career Building Blocks				

3-6	College and Career Readiness Platform				
7-8	College and Career Readiness Platform		LCTI Introduction Assembly LCTI Field Trip Attend County wide counseling meeting LCSCA	Attend Team Meetings	
9-12	LCTI Visit for new students		Meet with Juniors to discuss course pathway and map out senior year		

Social/Emotional

K-2	<p>Parent meetings and Conferences of Concerns pertaining to beginning of school year adjustments of students with academic struggles in class or homework, skills, etc.</p> <p>IEP and Chapter 15 meetings</p> <p>Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</p> <p>Kindergarten Learning to Care</p> <p>First and Second Grade Social Skills and Character Bldg. Program Provided by Valley Youth House</p>	Check in/Check out	<p>Center for Humanistic Change</p> <p>Inspire - Learning Lessons Small Group Small Group Counseling</p>		
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	Second Step				
3-6	Grade level Reward Store Growth Mindset Lessons Zones of Regulation Second Step Programing	Bounce Back program Check in/Check out Small group counseling Nulton	Individual Counseling as needed Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	IEP and Chapter 15 meetings Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation Parent meetings and Conferences of Concerns pertaining to beginning of school year adjustments of students with academic struggles in class or homework, skills, etc.	Gather nominations for Students Who INSPIRE Breakfast Check in/Check Out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	Individual and Group Counseling as needed Check and Connect PBIS - Inspire ; UNITY Day Set up Bullying Assembly for 7th Grade Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings		
9-12	Individual and group counseling with CHC Individual Counseling Mars, Treatment Trends, and Nulton	Career Link Presentations Meetings with Social Worker	Check in with students who were referred to Nulton, Career Link, Mars, or Treatment Trends. Help students with their intakes etc.	Communicating with families about resources Working with teachers to pull students for sessions	

November

Academic

K-2	<p>Individual and Group Discussion of what students would like to do when they grow up and how their daily academics each day in school are important for all careers.</p> <p>Consult with parents and teachers about student academic concerns</p>	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	<p>Attend Grade Level Meetings</p> <p>Attend and Present at Faculty Meeting</p> <p>IEP and Chapter 15 meetings SWIS Data Entry and Review</p>	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	<p>Quarter rewards for students grades ch3-6</p> <p>Participate in Child study meetings</p> <p>BA monitoring</p> <p>IEP and Chapter 15 meetings</p>	Title 1 Reading Intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	<p>Input for IEP, 504 and GIEP meeting</p> <p>SWPBS monitoring</p> <p>Attends and presents at faculty meetings</p> <p>SAIP meetings</p>	
7-8	<p>Print Report Cards</p> <p>Academic review with students</p> <p>IXL snapshot scores</p> <p>BA enrollment/monitoring</p> <p>Consult with parents and teachers about student academic concerns</p>		<p>Counseling done as needed per student/parent/ teacher concerns arise.</p> <p>Meet with 8th grade students on High School Course selection/ Honors classes</p>	<p>Input for IEP, 504 and GIEP meeting</p> <p>SWPBS monitoring</p> <p>Participate in SAIP meetings to support student's needs in regards to attendance.</p> <p>Hold individual meetings with students that are not being successful in their classes.</p>	
9-12	Keystone Prep	Check-in/Check-out	Finish Junior meetings	IEP/504 meetings as LEA	

	Dual Enrollment Sign Up	Referrals as needed	Meet with Seniors to enroll them in classes	Teacher and parent support for academic needs	
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	College and Career Readiness Platform				
7-8	College and Career Readiness Platform		Career Caravan LCTI Presentation LCTI Visit	IEP/504 Meetings as LEA	
9-12	Communicate PSAT score information		Prepare Program of Studies and Pathways to begin sharing with students	IEP/504 Meetings as LEA	
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Kindergarten Learning to Care First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House	Check in/Check out Small Group Counseling	Center for Humanistic Change Learning Lessons Small Group		

	Second Step				
3-6	Grade level Reward Store Growth Mindset Lessons Zones of Regulation Second Step Programing	Bounce Back program Check in/Check out Small group counseling Nulton	Individual Counseling as needed Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.	Students Who INSPIRE Breakfast Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	CHC Groups - Individual and group counseling Nulton Individual Counseling Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings		
9-12					

December

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Title 1 reading intervention	Counseling done as needed per student/ parent/teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	Participation in child study meetings	Title 1 reading interventions	Counseling done as needed per	IEP and Chapter 15 meetings	

	Participation in attendance meetings BA monitoring IEP's and Chapter 15 meetings Monitor SWPBS		student/ parent/ teacher concern(s) arise	Attends and presents at faculty meetings SAIP meetings	
7-8	Quarter 2 Progress reports Quarter 2 College And Career Readiness Platform lessons BA Monitoring	Check in/Check out INSPIRE Meetings	Counseling done as needed per student/parent/teacher concerns arise	IEP and Chapter 15 meetings 504 Meetings Participate in SAIP meetings to support student's needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	Keystone Prep	Check-in/Check-out SAP meetings	Arrange ASVAB to be given at school	IEP/504 Meetings	
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	College and Career Readiness Platform				
7-8	College and Career Readiness Platform		Young Women's Leadership Symposium		
9-12	Pathways finalized and communicated to		Program of Studies final review		

	students/families				
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Kindergarten Learning to Care First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House Second Step	Check in/Check out Small group counseling	Center for Humanistic Change Learning Lessons Small Group		
3-6	Student Council's Senior Citizen luncheon Grade level reward store Zones of Regulation Second Step Program BA monitoring	Bounce Back program Check in/Check out Small group counseling Nulton	Individual counseling as needed Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Print Progress Reports and Distribute School Store Valentino the Therapy Dog	Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families	Individual counseling as needed Nulton and & CHC Social Worker MARS/Treatment Trends	Assisting families with their needs. Working with outside agencies in relation to our students.	

		for services as needed	Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings		
9-12			Individual counseling as needed Nulton and CHC referrals Social Worker Mars/Treatment Trends		

January

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	SWPBS booster session SWPBS monitoring Participation in child study meetings BA enrollment and monitoring	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	IEP and Chapter 15 meetings Attends and presents at faculty meetings Attends and presents at faculty meeting SAIP meetings	
7-8	Schedule changes and course changes	Identify academic supports needed and enroll	PSSA Training updates	Prepare for PSSA Testing	

	<p>Print Report cards</p> <p>BA enrollment/Monitoring</p>	<p>identified students into Enrichment/Remediation Courses for Quarter 3</p>	<p>Counseling done as needed per student/ parent/ teacher concern(s) arise</p>	<p>Review of end of quarter grades</p> <p>Parent letters and meetings with Failing students</p> <p>Participate in SAIP meetings to support student's needs in regards to attendance.</p> <p>Hold individual meetings with students that are not being successful in their classes.</p>	
9-12	<p>Prepare Dual Enrollment rosters</p> <p>Coordinate Dual Enrollment registrations and payments</p> <p>Handle schedule changes.</p> <p>Meet with all AP students to discuss AP Exam registration</p>	<p>Plan with students how they will make up credits failed.</p>	<p>Update and send out Dual Enrollment Textbook letters.</p> <p>Mail AP Exam registration letters to parents</p> <p>Review end of semester grades/GPA/ rank accuracy</p>	<p>Prepare all Keystone Exams Proctor Keystone Exams</p>	
Career					
K-2	<p>College and Career Readiness Platform</p> <p>Career Building Blocks</p>				
3-6	<p>Career lessons per grade level</p>				
7-8	<p>College and Career Readiness Platform</p>		<p>Meet with 8th grade students on their individual LCTI 5 Paragraph Papers ; Students complete LCTI</p>		

			<p>applications if interested</p> <p>LCTI Application Assembly for interested students</p> <p>Young Men's Symposium</p>		
9-12	<p>Program of Studies Parent information night</p> <p>Meet with student groups to discuss course selection</p>	<p>Respond to individual questions about courses</p>	<p>ASVAB results presentation</p>		
Social/Emotional					
K-2	<p>SWPBS CICO</p> <p>Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.</p> <p>Kindergarten Learning to Care</p> <p>First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House</p> <p>Second Step</p>	<p>Check in/Check out</p> <p>Small group counseling</p>	<p>Center for Humanistic Change Learning Lessons Small Group</p>		
3-6	<p>Reward store</p> <p>Quarter rewards</p> <p>Zones of Regulation</p> <p>Second Step Program</p>	<p>Bounce Back program</p> <p>Check in/Check out</p> <p>Small group counseling</p> <p>Nulton</p>	<p>Counseling done as needed per student/ parent/ teacher concern(s) arise</p> <p>Social Worker</p>	<p>Assisting families with their needs.</p> <p>Working with outside agencies in relation to our students.</p>	

7-8	Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.	Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed Students That INSPIRE Breakfast	Counseling done as needed per student/parent/teacher concern(s) arise CHC groups and Nulton Individual Social Worker SAP Meetings		
9-12	Referring students to counseling services Referring students to learn for lunch and learn	SAP Meetings Child Study Meetings Check Ins with Students	Counseling with individual students CHC groups Nulton Individual Social Worker		

February					
Academic					
K-2	Consult with parents and teachers about student academic concerns	Title 1 Reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	Participation in child study meetings Input for IEP and Chapter 15 meetings SWBPS monitoring	Title 1 reading Intervention	Counseling done as needed per student/ parent/teacher concern(s) arise	Attends and presents at faculty meetings IEP and Chapter 15 meetings SAIP meetings	

	Participating in attendance meetings BA monitoring				
7-8	Course selection assembly for 8th grade students and Parents Night Course selections BA monitoring IXL snapshot scores		Meet with students on course selection for next year - 8th grade Counseling done as needed per student/parent/teacher concern(s) arise	PSSA Prep meeting Print tickets for PSSA test, prepare materials County wide counselors meeting LCSCA Participate in SAIP meetings to support student's needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	Class scheduling meetings	Check in with students who were absent for class scheduling meetings Check in/Check out with students who have further questions from scheduling meetings	Begin meeting with all students for individual scheduling for next school year	Begin preparing local Scholarship applications Work with teachers to meet with students for scheduling	
Career					
K-2	College and Career Readiness Platform Career Building Blocks		Collect course selection sheets and Honors applications to HS LCTI Application completion	On-going	
3-6	Career project during specials				

7-8	College and Career Readiness Platform		Have Students complete LCTI applications if interested		
9-12	ASVAB testing Career Link job fair groups	Refer students to talk to LCTI about different labs/information Meet with Career Link if needed	Have Students complete LCTI applications if interested		
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Kindergarten Learning to Care First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House Second Step	Check in/Check out Small group counseling	Center for Humanistic Change Learning Lessons Small Group		
3-6	Grade level reward store Zones of Regulation Second Step Programing	Bounce Back program Check in/Check out Small group counseling Nulton	Individual counseling as needed Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Goal Team Time	Check in/Check out	Inspire Lessons Center for Humanistic		

		Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	Change Project SUCCESS Nulton - individual counseling Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings		
9-12	Consult as a team to discuss students needs	Refer students families to services as needed	SAP meetings Child Study Counseling with students		

March

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Title 1 Reading Intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	Preparing for PSSAs SWPBS monitoring Quarter rewards BA monitoring	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Input for IEP, 504 and GIEP meeting Attends and presents at faculty meetings SAIP meetings	
7-8	Preparing for PSSAs SWPBS monitoring	Identify academic supports needed and enroll identified students into Enrichment/Reme	Counseling done as needed per student/ parent/ teacher concern(s) arise	Participate in SAIP meetings to support student's needs in regards to attendance.	

	Quarter rewards BA monitoring	diation Courses for Quarter 4		Hold individual meetings with students that are not being successful in their classes.	
9-12	BA Monitoring Keystone Prep Time	Identifying students who need prep for Keystones	Individual course selection meetings		
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	College and Career Readiness Platform Career project during specials LCTI Tour for 5th grade				
7-8	College and Career Readiness Platform IXL Snapshot	Kutztown University tour Confirm students applying to LCTI for 9th grade	College and Career Readiness Platform - Meet with 7th grade to review Career Fair Slide Presentation 8th Grade College and Career Readiness Platform: Lesson 1 - Self Advocacy Lesson 2 - Getting Experience Have Students complete LCTI applications if interested Counseling done as needed per student/ parent/ teacher concern(s)		

			arise		
9-12	College and Career Readiness Platform CFES (Brilliant Pathways) College Visit	Check in with Seniors about Post Secondary Goals	Meet with individual seniors who need more guidance Meet with individual juniors if they need help with SAT registration	See on going	
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Kindergarten Learning to Care First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House Second Step	Check in/Check out Small Group Counseling	Center for Humanistic Change Learning Lessons Small Group		
3-6	Grade level reward store Zones of Regulation	Bounce Back program Check in/Check out Small group counseling Nulton	Individual counseling Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Goal Team Time Individual/Group Counseling with CHC	Check in/Check out Meet with students for crisis	Individual Counseling CHC Groups	Assisting families with their needs. Working with outside agencies in	

		counseling or peer mediation as needed Refer students/families for services as needed	Counseling done as needed per student/ parent/ teacher concern(s) arise SAP Meetings	relation to our students.	
9-12	Team meetings to discuss student concerns and needs	Refer students/families as needed Discuss in SAP and Child study team meetings	Individual Counseling Nulton CHC Treatment Trends	Teachers support with students being out of class for counseling Family communication regarding the services available	

April

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Title 1 Reading Intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	PSSA testing Participation in Child study meetings Participation in attendance meetings BA monitoring	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Input for IEP, 504 and GIEP meetings Attends and presents at faculty meetings SAIP meeting	
7-8	Consult with parents & administration concerning student academic concerns	Meet with students that are identified as needing academic supports and provide resources	PSSA Testing Report Cards Counseling done as needed per	Meet with Administration to discuss scheduling needs for next year and Summer school	

	BA monitoring		student/ parent/ teacher concern(s) arise	considerations Participate in SAIP meetings to support student's needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	Dual Enrollment information meetings and placement testing	Check in with students who are taking in house dual enrollment Dual Enrollment representative meet with interested students	Meet with administration to discuss course registrations and decide what we will be offered next school year		
Career					
K-2	College and Career Readiness Platform				
3-6	Career project during specials College and Career Fair			Collect Scholarship Applications	
7-8	College and Career Readiness Platform College, Career, Military Readiness Fair				
9-12	College Career Military readiness fair	Speak with student groups if they have questions during the fair	Meet with individual students about resources from the fair		
Social/Emotional					
K-2	Kindergarten Learning to Care	Check in/Check out	Center for Humanistic Change Learning		

	First and Second Grade Character Bldg and Social Skills Program Provided by Valley Youth House Second Step	Small group counseling	Lessons Small Group		
3-6	Council meetings Individual counseling as needed Grade level reward store	Bounce Back program Check in/Check out Small group counseling Nulton	Counseling done as needed per student/ parent/teacher concern(s) arise	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Goal Team Time Individual/Group Counseling with CHC Valentino the Therapy Dog	Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	Counseling done as needed per student/parent/teacher concerns arise SAP Meetings	Review of Student's selections and course counts for next year Teacher needs for following year IEP and Chapter 15 meetings	
9-12	Valentino Therapy Dog Team meetings to discuss student concerns and needs	Refer students and families for services as needed	Meet with individual students to discuss resources and offer support		

May

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Title 1 Reading Intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
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				SWIS Data Entry and Review	
3-6	2nd grade orientation Participation in child study meetings BA monitoring SWPBS monitoring	Title 1 reading intervention	Counseling done as needed per student/ parent / teacher concern(s) arise	Scholarship /award meetings IEP meetings Creating class rosters for following school year Attends and presents at faculty meetings SAIP meeting	
7-8	MTSS/INSPIRE Meetings BA Monitoring SWPBS monitoring	NLMS Awards Night	PSSA and Keystone Testing Counseling done as needed per student/ parent/ teacher concern(s) arise	8th Awards night Participate in SAIP meetings to support student's needs in regards to attendance. Hold individual meetings with students that are not being successful in their classes.	
9-12	Prepare and proctor Keystone Exams Collect all Dual Enrollment Registrations	Meet with student groups about the importance of Keystones Representatives from LCCC speak with students about dual enrollment	Discuss pathway options with students Meet with students to ease anxiety about testing	Proctor/ administer all AP Exams	
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	Career project during specials				

7-8	College and Career Readiness Platform	LCCC Tour	College and Career Readiness Platform - 8th grade Lesson 3 Entrepreneurship College and Career Readiness Platform - 7th grade - Lesson 2 Biases and Career Choices Lesson 3 Skills		
9-12	College and Career Readiness platform	Tours through CFES group to colleges, businesses, ,and tech schools.	Meet with individual students about their future plans.		
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Second Step	Check in/Check out Small group counseling			
3-6	Grade level reward store Zone of Regulation Second Step	Bounce Back program Check in/Check out Small group counseling Nulton	Counseling done as needed per student/ parent/teacher concern(s) arise Social Worker	Assisting families with their needs. Working with outside agencies in relation to our students.	
7-8	Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Referring students	Check in/Check out Meet with students for crisis counseling or peer mediation as needed	SAP Meetings Counseling done as needed per student/ parent/ teacher concern(s) arise	Assisting families with their needs. Working with outside agencies in relation to our students.	

	to counseling services	Refer students/families for services as needed			
9-12	Prepare students for Keystones	Goat Snuggling	Meet with individual students to discuss needs and concerns		

June

Academic					
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K-2	Consult with parents and teachers about student academic concerns	Tier 1 Reading Intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Attend Grade Level Meetings Attend and Present at Faculty Meeting IEP and Chapter 15 meetings SWIS Data Entry and Review	Hold meetings with students who are not being successful and work with their teachers to plan for their success.
3-6	End of year awards Quarter awards Participation in child study meetings BA monitoring	Title 1 reading intervention	Counseling done as needed per student/ parent/ teacher concern(s) arise	Input for IEP and 504, GIEP meetings Attend and Present at Faculty Meeting SAIP meeting	
7-8	End of year awards Set up Summer Counseling and Summer School BA monitoring Begin Master Schedule building		Counseling done as needed per student/ parent/ teacher concern(s) arise		
9-12	Begin Master Schedule building BA schedules Summer School	Send out survey for graduating seniors Review grades for students	Meet with individual students about their scheduling concerns	Confirm current years reimbursement/ DE enrollments and send over to District Office so they can send	

				reimbursement checks.	
Career					
K-2	College and Career Readiness Platform Career Building Blocks				
3-6	Career project during specials College and Career Readiness Platform				
7-8	College and Career Readiness Platform	Continue speaking with groups of students about our college and career platform	Counseling done as needed per student/ parent/ teacher concern(s) arise		
9-12	College and Career Readiness Platform	Continue speaking with groups of students about our college and career platform	Meet with students individually who have college career questions or concerns	Send contact and recipient information to all Scholarship Donors so they can send the awards to the colleges the students are attending.	
Social/Emotional					
K-2	SWPBS CICO Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation. Second Step	Check in/Check out Small group counseling	Center for Humanistic Change Learning Lessons Small Group		
3-6	Grade level reward store	Bounce Back program Check in/Check out	Individual counseling as needed	Assisting families with their needs. Working with outside agencies in relation to our	

		Small group counseling Nulton		students.	
7-8	Goal Team Time Discuss appropriate social and behavioral skills individually, within small group, or large group peer mediation.	Check in/Check out Meet with students for crisis counseling or peer mediation as needed Refer students/families for services as needed	SAP Meetings Counseling done as needed per student/ parent/ teacher concern(s) arise		
9-12	Discussing Credits with Students	Refer students and families for services over the summer Check outs with seniors	On going individual counseling		

July					
Academic					
K-2					
3-6					
7-8	Make Master Schedule changes and student schedule changes			Balance Class Sizes	
9-12	Make master schedule changes and student schedule changes	Respond to groups about their schedule	Send out scheduling conflict letters	Balance Class Sizes PowerSchool Rollover Preparation	
Career					
K-2					
3-6					
7-8					

9-12					
Social/Emotional					
K-2					
3-6					
7-8					
9-12					

SECTION 2 – EDUCATIONAL CAREER PLAN

The Northern Lehigh School District’s school/CTC guidance services action plan maintains written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training through individual and group counseling and assessment.

All students deserve a comprehensive career development program that provides them and their families with resources and developmentally appropriate experiences to guide them through a sound decision-making process as they transition through each level and beyond graduation. Students will work with their school counselors and teachers to develop a career portfolio to manage and maintain all career exploration, course selection, and reflection activities. Each student’s career portfolio will be created in both digital and hardcopy form.

Evidence of career exploration and readiness is required and collected per the guidelines of the Pennsylvania Future Ready PA Index, beginning in the 2017–2018 school year. Within each level description below are the required pieces of evidence, as well as the system Northern Lehigh School District uses to collect the required artifacts.

Peters Elementary School (K-2)

In the Northern Lehigh School District, the process of career awareness begins in our primary elementary school using the Academic Standards for Career Education and Work for Kindergarten to Grade 2 integrated into the content curriculum and through an online career platform. Other activities include the School Counselor pushing into classes to provide lessons and guests from the community visiting classrooms to share what they do in their jobs. The process of collecting evidence begins in kindergarten and continues with students collecting at least 2 artifacts at each grade level.

Slatington Elementary School (3-6)

In our upper elementary school, students focus Academic Standards for Career Education and Work for Grades 3 to 5 and begin to examine those for Grades 6 to 8. Through self-exploration and teacher supported career exploration, students learn how to identify their strengths and match those to career interests. They begin goal setting with regard to their educational journey and potential post secondary ambitions and career options. Some activities at this level include an

informational session about our Career Technology Center and attending a Career, College and Military Fair.

Grade	Evidence	<i>By the end of grade 5, the student has produced six or more pieces of evidence accumulated within the 3-5 grade span.</i>
K	2	
1	2	
2	2	
3	2	
4	2	
5 <i>Benchmark</i>	2 <i>At least 6</i>	

Northern Lehigh Middle School (7-8)

At the middle school level, students explore viable careers related to their interests and aptitudes while developing an individualized career plan that will be included in a career portfolio. Students at the middle level will participate in career preparation activities focused on the Academic Standards for Career Education and Work for Grades 6 to 8, as well as, the incorporation of the INSPIRE essential skills. Some activities at this level include a tour of our Career Technology Center, our Young Women’s and Young Men’s Leadership Seminars, and the annual Career, College and Military Fair.

Grade	Evidence	<i>By the end of grade 8, the student has produced six additional pieces of evidence beyond the K-5 band evidence. One piece of evidence for the 6-8 grade band must be the student’s individualized career plan.</i>
6	2	
7	2	
8 <i>Benchmark</i>	2 <i>At least 6</i>	

Northern Lehigh High School (9-12)

At the high school level, students implement their individualized career plan through ongoing development and refinement of a career portfolio and participation in career preparation activities aligned to the Academic Standards for Career Education and Work for Grades 9 to 12. Students continue to explore career interests, participate in career experiences, and finalize decisions regarding their post secondary plans. Activities at this level include informational sessions with post-secondary options and businesses, both on and off our campus, as well as through the annual Career, College and Military Fair and integration of the Brilliant Pathways/INSPIRE essential skills. Student artifacts will be included in their digital career portfolio and incorporate the Academic Standards for Career Education and Work. Much of this work will take place through the Financial Literacy and AI in Research courses. School Counselors will continue to meet with students individually to discuss their portfolio, as well as, their Pathway to Graduation.

Grade	Evidence	<i>By the end of grade 11, the student has produced eight pieces of evidence beyond the K-5 and 6-8 grade bands of evidence. At least two of these pieces of evidence must demonstrate implementation of the student’s individualized career plan.</i>
9	1	
10 & 11	Remaining 7	
11 <i>Benchmark</i>	<i>At least 8</i>	

Even though the collection of evidence for the student’s individualized career plan is not required beyond Grade 11, school counselors continue to meet with seniors to finalize their post secondary plans, show them their Pathway to Graduation, and provide necessary assistance and resources, on an as needed basis. Example activities include Financial Aid Night, college admissions visits, providing scholarship information, and setting up meetings with military recruiters.

Parents/Guardians are a vital part of a student’s decision making and must be informed of career opportunities. At Northern Lehigh, we share information with families through Open Houses, monthly Family Engagement Meetings and Coffee and Convo nights, community outreach messages, and parent information sessions. Parents are encouraged to discuss the career portfolio as a family during the year, especially during course selection and career exploration visits and activities.

Faculty receive professional development on the career portfolio requirements and, at various levels, create opportunities in the curriculum to connect skills and interests to high-priority occupations that influence a student’s decision-making process. The Positive Behavior Support and Intervention Systems and emphasis on goal setting and essential skills at each level are also integrated into postsecondary preparation and career-related activities. Staff members also provide ongoing recommendations for course placement and letters of recommendation for postsecondary opportunities. Our Advisory Council is kept informed in this area through updates at biannual meetings and members have the opportunity to provide input throughout the school year to continue improving practices and student experiences.

SECTION 3 – OCCUPATIONAL INFORMATION

The Northern Lehigh School District maintains a listing of diverse external resources, organized by the 14 National Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options. Below is the list of resources. Career and Technology platform incorporates all of the career clusters listed.

Career Cluster	Career Resource Links
Advanced Manufacturing	Supply Chain Management & Logistics Tech @ LCTI
	Electromechanical/ Mechatronics Tech @ LCTI
	Precision Machine Tool Technology @ LCTI
	Electrical Technology / Nanofabrication @ LCTI
	What’s So Cool About Manufacturing (8th Grade) @ MS
	5th and 8th grade tours @ LCTI
Agriculture	Building Trades Maintenance @ LCTI
	SOC Building Trades Maintenance @ LCTI
	Commercial Baking @ LCTI
	Culinary Arts @ LCTI

	Building Blocks of Career Awareness Lessons @ PE
	Garden Club @ SE
	5th and 8th grade tours @ LCTI
	FCS 7 @ MS
	FCS 8 @ MS
	Foods @ HS
	Food Science @ HS
	Environmental Science @ HS
Arts, Entertainment, & Design	Painting and Design @ LCTI
	Advertising Design/Commercial Art @ LCTI
	Commercial Photography/Emerging Digital Media @ LCTI
	Web Design / Web Programing @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
	Decorating Club @ SE
	5th and 8th grade tours @ LCTI
	Art 7 @ MS
	Art 8 @ MS
	Advanced Studio Painting @ HS
	Studio Painting @ HS
	LCCC Painting I @ HS
	Theater Arts and Design @ HS
	Digital Arts & Photography @ HS
	Fundamentals of Art @ HS
	Dog Dish (Student Morning News) @ HS
	Band @ SE, MS, HS
	Choir @ MS, HS
	Yearbook @ MS, HS
	NLSD Student Summer Workers @ District-Wide
Construction	Masonry @ LCTI
	Carpentry @ LCTI
	Welding Technology @ LCTI
	Plumbing and Heating @ LCTI
	HVAC @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
	5th and 8th grade tours @ LCTI

	Home Improvement and Maintenance @ HS
	Office of Vocational Rehabilitation (OVR)
	NLSD Student Summer Workers @ District-Wide
Digital Technology	Advertising Design/Commercial Art @ LCTI
	Commercial Photography/Emerging Digital Media @ LCTI
	Emerging Digital Media @ LCTI
	Computer Information Technology @ LCTI
	Computer and Networking Technology @ LCTI
	Engineering Drafting and Design @ LCTI
	Pre-Engineering and Engineering Technology @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
	5th and 8th grade tours @ LCTI
	Technology 7 @ MS
	Technology 8 @ MS
	CAD (Computer-aid/Drafting) @ HS
	CAD II (Computer-aid/Drafting) @ HS
	Photoshop @ HS
	Video Production I and II @ HS
	Digital Arts & Photography @ HS
	D11Sports.com Student Internship Program @ HS
	Research with AI @ HS
	2D Media @ HS
	3D Media @ HS
	AI in Research @ HS
	Student Representatives (11th and 12th grade) of NLSD School Board @ HS
Education	Early Childhood Education @ LCTI
	Teacher Education @ LCTI
	Future Educators @ LCTI
	Adult Education through LCTI
	Child Development @ HS
	Child Development: Early Years @ HS
Energy & Natural Resources	Animal Science @ LCTI and LCCC
	Building Trades Maintenance @ LCTI
	Mystery Science @ SE

	Earth Space Science @ MS
	Life Science @ MS
	Chemistry I @ HS
	Honors Chemistry I and II @ HS
Financial Services	Essential Skills and Financial Literacy @ MS
	Financial Literacy @ HS
	Accounting @ HS
	Research with AI @ HS
Healthcare & Human Services	Emerging Health Program @ LCTI, Penn State Lehigh Valley, LCCC
	Health and Medical Sciences @ LCTI
	Emergency Health Services @ LCTI
	Dental Technology @ LCTI
	Cosmetology @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
	Girls on the run @ SE
	5th and 8th grade tours @ LCTI
	First Aid @ MS
	Aavidum Club @ MS, HS
	Anatomy @ HS
	Chemistry I @ HS
	Patriot Club @ HS
	Honors Psychology w/ PITT Dual option @ HS
	LCCC Introduction to Sociology @ HS
	Honors Chemistry I and II @ HS
	Health Class @PE , SE, MS, HS
	Behavioral Health Associates (BHA) Work Based Learning
Hospitality, Events, & Tourism	Work-based learning @ CLIU 21
	Culinary Arts program @ LCTI
	SOC Food Services program @ LCTI
	5th and 8th grade tours @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
Management & Entrepreneurship	Office Systems Technology @ LCTI
	Marketing and Entrepreneurship @ LCTI
	Essential Skills & Financial Literacy @ MS

	Entrepreneurship @ MS
	Student representatives on School Board 11th & 12th grade
Marketing & Sales	Marketing and Entrepreneurship Program @ LCTI
	Office Systems Technology @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
	School Store @ MS
	Essential Skills & Financial Literacy @ MS
	5th and 8th grade tours @ LCTI
	Student Representative (12th grade) to Workforce Board Lehigh Valley @ HS
Public Service & Safety	Criminal Justice @ LCTI
	Protective Services @ LCTI
	5th and 8 th grade tours @ LCTI
	Building Blocks of Career Awareness Lessons @ PE
Supply Chain & Transportation	Supply Chain Management & Logistics Tech @ LCTI
	Heavy Equipment Operations and Preventative Maintenance @ LCTI
	Small Engine/ Recreational Vehicle Repair @ LCTI
	Diesel/ Medium and Heavy Truck Technology @ LCTI
	Auto Technology @ LCTI
	Auto Collision Repair Technology @ LCTI
	5th and 8 th grade tours @ LCTI
	Building Blocks of Career Awareness Lessons @ PE

SECTION 4 – CUMULATIVE RECORDS

The Northern Lehigh School District maintains cumulative records and releases those records in accordance with law and policy.

SECTION 5 – ORIENTATION TO CAREER AND TECHNICAL OPTIONS

The Northern Lehigh School District maintains a listing of career guidance service activities organized by school/grade level and focused on increasing awareness among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders.

District-Wide:

- **Counseling for Success Advisory Council (October/April)** - Stakeholders of NLSD -This group is composed of NLSD employees, parents/guardians, students, post-secondary representatives, community leaders, business partners and at least one board member. Annually, the Council meets

once in the fall to discuss the Comprehensive Guidance Plan and college, career, and military goals for the upcoming school year. In the spring, the group reflects on the school year to determine if the goals have been met and plan future initiatives.

Peters Elementary School (K-2):

- **Elementary Engagement Meetings with Families (Monthly)** - Parents/Guardians of students in grades K-6 - Our elementary schools conduct a combined Family Engagement Night. These monthly meetings bring together school administrators, teachers and parents/guardians for training or to discuss areas of interest or concern in the schools. They are also used as ongoing meetings to discuss Title I programming in the schools.
- **School Social Worker-** This individual is available to all our students in grades K-2. The social worker offers counseling services, assistance to parents, as well as, community outreach services.
- **Building Blocks of Career Awareness-** Lessons are followed and taught by the school counselor in each grade level over the course of six weeks. Students complete take home career awareness worksheets and assignments to engage family discussion and involvement about careers.
- **Career and Career Readiness Platform-** Utilized in each classroom to provide a technology component to the K-2 building's career awareness instruction.
- **Question and Answer Interview Videos** - Created by Peters Elementary staff and students to highlight the various careers that people have within our district.
- **SHINE Program-**The SHINE Program is an after-school program which operates 4 days per week (Monday-Thursday) for students in 1st and 2nd grade. We also have a Kindergarten SHINE program that offers 1 hour of services per week after school. It is designed for children who need a jump start in reading & math, need a safe place to be at after school, need help socially, and may have attendance issues. The SHINE program offers students homework help, dinner, and transportation home. It also has a Social/Emotional component, physical fitness component, and a STEAM component. It incorporates family engagement nights each month as well.

Slatington Elementary School (3-6):

- **Elementary Engagement Meetings with Families (Monthly)** - Parents/Guardians of students in grades K-6 - Our elementary schools conduct a combined Family Engagement Night. These monthly meetings bring together school administrators, teachers and parents/guardians for training or to discuss areas of interest or concern in the schools. They are also used as ongoing meetings to discuss Title I programming in the schools.
- **LCTI Assembly and Tour-** The 5th grade students participate in an assembly that shows what LCTI offers to students when they get to high school. Students then get a tour of the facility.
- **Career and Career Readiness Platform-** technology based system utilized in the classroom to assist with learning about their career awareness.
- **School Social Worker-** This individual is available to all our students in grades 3-6. The social worker offers counseling services, assistance to parents, as well as, community outreach services.
- **SHINE Program-**The SHINE Program is an after-school program which operates 4 days per week (Monday-Thursday) for students in 3rd-5th grade. It is designed for children who need a jump start in reading & math, need a safe place to be at after school, need help socially, and may have attendance issues. The SHINE program offers students homework help, dinner, and transportation home. It also has a Social/Emotional component, physical fitness component, and a STEAM component. It incorporates family engagement nights each month as well.
- **STEAM Camp** - STEAM summer camp will provide students with student-centered, project-based, and inquiry-driven opportunities to investigate careers, conduct experiments, and expand their understanding of Science, Technology, Engineering, Arts, and Mathematics.
- **Career, College and Military Readiness Fair** - Students in 4th, 5th and 6th grades attend. Various representatives from colleges, community organizations, community and local businesses. Students

have the opportunity to meet and speak with all representatives to further educate them on career, college, volunteer opportunities.

Northern Lehigh Middle School (7-8):

- **LCTI Introduction Assembly** - 8th grade students will be introduced to the programs available to them in 9th grade.
- **LCTI Tour** - All 8th grade students participate in a live tour of the various labs that are available to them in 9th grade.
- **Career and Career Readiness Platform** - technology based system utilized in the classroom to assist with learning about their career awareness.
- **School Social Worker**- This individual is available to all our students in grades 7-8. The social worker offers counseling services, assistance to parents, as well as, community outreach services.
- **Career, College and Military Readiness Fair** - Students in grades 7-12 invited to attend. Various representatives from colleges, community organizations, community and local businesses. Students have the opportunity to meet and speak with all representatives to further educate them on career, college, volunteer opportunities.
- **Young Women's Leadership Symposium** – Showcase a small group of professional women who will tell their story to our female student body. The purpose is to give the female population ideas for careers, understanding of how to accomplish goals and self confidence.
- **Young Men's Leadership Symposium** - Showcase a small group of professional men who will tell their story to our male student body. The purpose is to give the male population ideas for careers, understanding of how to accomplish goals and self confidence.
- **Community Engagement Meetings** - Parents/Guardians of students in grades 7-12 - Forum that brings together school employees, community partners, and families to discuss initiatives at the secondary level.
- **HS Program of Study Presentation** – Students and parents are introduced to the HS Program of Study in order to schedule 9th grade classes and help students prepare for their 9-12 grade experience.

Northern Lehigh High School (9-12):

- **Community Engagement Meetings** - Parents/Guardians of students in grades 7-12 - Forum that brings together school employees, community partners, and families to discuss initiatives at the secondary level.
- **Financial Aid Information Night** - Parents/Guardians/Students in grades 11-12 are invited to attend an informational session provided by PHEAA. This informational night focuses on educating stakeholders on the college financial aid process, loans that are available, and how to secure scholarships.
- **Program of Studies Presentation** - Parents/Guardians of students in grades 8-11 are invited to attend. The focus of this presentation, given by the school counselors, reviews the course offerings at the high school, pathways to graduation, dual enrollment opportunities, and CTE program information.
- **Career, College and Military Readiness Fair (annual)**- Students in grades 7-12 invited to attend. Various representatives from colleges, community organizations, community and local businesses. Students have the opportunity to meet and speak with all representatives to further educate them on career, college, volunteer opportunities.
- **Seniors Only Career Fair** - The Workforce Board Lehigh Valley, in partnership with CareerLink, hosts an annual seniors only job fair that showcases full-time and part-time employment opportunities, summer jobs, and on-the-job training being offered by direct-hire, private sector employers.
- **School Social Worker**- This individual is available to all our students in grades 9-12. The social worker offers counseling services, assistance to parents, as well as, community outreach services.

- **College Admissions Meet and Greet-** Available to all students in grades 9-12. Various post-secondary institutions come to present to interested students on their offerings and enrollment process.
- **Military Visits-** Various branches of the military come throughout the year to visit during lunches to educate our students on the recruiting process and job opportunities in the military.
- **College for Every Student (CFES)-** Individual students in grades 9-12 attend monthly meetings to discuss potential college and career options for the future. The students experience college and business visits throughout the year.

**SECTION 6 – CAREER PLACEMENT AND TRANSITION SERVICES
(WORK, POSTSECONDARY, MILITARY)**

The Northern Lehigh School District counsels all students regarding their transition from school to life after graduation in the areas of work, postsecondary education and military.

Grades	# of Students	Guidance Activity that leads to . . .	Employment	Postsecondary Education	Military
K-2	372	Career guidance lessons	X		
K-2	372	Guest readers related to careers	X		
K-6	866	Author career presentations	X	X	
3-6	494	Fire department career presentations	X		
3-12	1,205	NLSD College, Career, Military Readiness Fair	X	X	X
5 & 8	242	LCTI campus tour	X	X	
7	130	Essential Skills & Financial Literacy Class	X	X	
7	130	Kutztown University campus tour		X	
7-8	253	School counselor/student college/career readiness meetings	X	X	X
7-8	253	NLMS School Store	X	X	
7-8	253	Shark Tank Presentations	X		
7-8	253	Young Women’s & Young Men’s Leadership Symposiums	X	X	X
7-12	734	Brilliant Pathways Program	X	X	

8	123	LCCC campus tour		X	
9-12	481	Newly developed career pathways	X	X	X
9-12	481	School counselor/student college/career readiness meetings	X	X	X
9-12	481	Military informational visits (ongoing)			X
10-11	481	AI in Research & Financial Literacy Courses	X	X	X
10-11	247	PSAT		X	
10-12	378	College/University informational visit (ongoing)		X	
10-12	378	ASVAB			X
12	123	Lehigh Valley High School Seniors Only Job Fair	X		
12	5	Future Educators Program	X	X	
12	5	Emerging Health Professionals Program	X	X	
12	5	Animal Science Program	X	X	
12	5	Medical Assistant Program	X		

SECTION 7 – CONSULTATION WITH TEACHERS AND ADMINISTRATORS

The Northern Lehigh School District provides formal and informal career consultation with school staff as well as access to school counseling services for all students by grade-level. More information on this can be found in the calendar included in this document. *(See Section 1)*

SECTIONS 8 & 9 – STAKEHOLDER INVOLVEMENT

The Northern Lehigh School District maintains a career guidance service action planning document that shows how each stakeholder group benefits from and/or assists with the delivery of guidance services. That information is below.

Students:

The Counseling Program is modeled to meet student’s individual needs in the areas of academic, careers, and social/emotional development. Curriculum will be delivered through classroom

lessons, group counseling, programming, and linkage to community resources. Students are receivers of services and active participants. All students will create a college/career portfolio and participate in the K-12 counseling program. Student representatives will participate on the Advisory Council.

Parents:

Parents will understand what the counseling department offers relative to career development. They will assist through participation on the Advisory Council, attendance at programs, and involvement in the transition process. They will be made aware of post-secondary options and planning for their student's future. Parents will be able to collaborate with district stakeholders in monthly family engagement meetings to inform academic, SEL and college and career practices.

Postsecondary:

We partner with postsecondary institutions to enhance our K–12 Counseling Program. These partnerships help students become more focused, self-aware, and prepared for postsecondary pathways, reducing course changes or interruptions. Institutions provide guidance, resources, and opportunities to explore careers. Examples include dual enrollment, CFES, College/Career Fairs, POS Parent Information Night, and PHEAA resources.

Educators:

Teachers and administrators will have a better understanding of the counseling department curriculum specific to career development. Administrators and at least one teacher from each building will participate on the Counseling for Career Success Advisory Council. Educators will contribute to the program by connecting their curriculum to various aspects of career exploration and acquisition, which can enhance their programs by making them meaningful and linked to a tangible future for students.

Businesses:

Businesses and community members want and need to see students coming into the world of work with career awareness as well as the necessary skill set to be successful. Businesses and community members will participate on the Counseling for Career Success Advisory Council. Members of the business community support the school counseling program by providing resources, career advisory, and mentoring programs to students, as well as, employment opportunities.

Community Agencies:

Community agencies support district stakeholders through services. Mental health providers partner with schools to assist staff, students, and families. CareerLink and the Workforce Board of the Lehigh Valley (WBLV) provide training, employability skills, and information on programs and opportunities to help Northern Lehigh students succeed after graduation.

The Northern Lehigh School District conducts at least one career guidance services stakeholder group meeting per year and maintains minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services. Annually, the district holds two *Counseling for Career Success Advisory Council* meetings, one in the fall (typically October) and another in the spring (typically March/April). All stakeholder groups listed below are invited to

both meetings. The 2025 *Counseling for Career Success Advisory Council* members can be found in the appendix.

SECTION 10 – FOLLOW UP STUDIES

The Northern Lehigh School District conducts follow-up studies to evaluate the effectiveness of the career guidance curriculum and related program outcomes, including how data are used to improve guidance services.

The district surveys alumni to gather feedback regarding the college, career, and military preparation students received while enrolled in the district. For the most recent survey administration, responses were limited. However, the survey remains open to allow for continued data collection. Survey results are reviewed by a core team of stakeholders and used to guide ongoing program improvement to better meet the evolving needs of students. In the fall, the Northern Lehigh Alumni Association was established as an additional outreach effort, and a newsletter was created to strengthen communication with graduates. Through partnership with this group, the district is hopeful that alumni engagement will increase, allowing the district to collect more comprehensive feedback to inform future programs and services.

Feedback from the alumni survey reflected appreciation for the guidance provided by school counseling staff and the availability of advanced coursework that supported postsecondary preparation. This information reinforced the importance of maintaining rigorous academic opportunities and contributed to the recent development of the district's career pathways model, which is being implemented and is included in the 26–27 High School Program of Studies. Additional comments addressed perceptions related to school climate, including diversity and accountability. These results, along with other stakeholder feedback, are being used to inform policy updates, handbook revisions, and procedural reviews to strengthen student support services.

The survey can be found in Appendix D of this plan.

APPENDIX A –ACADEMIC STANDARDS FOR CAREER EDUCATION AND WORK

Academic Standards for Career Education and Work

Grades K-12



Pennsylvania Department of Education

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Overview

Pennsylvania’s economic future depends on having a well-educated and skilled workforce. Career Education and Work standards reflect the increasing complexity and sophistication that students experience as they progress through school, focusing on the skills and continuous learning and innovation required for students to succeed in a rapidly changing workplace. The standards are written as grade-banded standards built around the concepts of career awareness and exploration, employability skills, growth and advancement, and personal interests and career planning.

Number	Areas
13.1	Career Awareness and Exploration
13.2	Employability Skills
13.3	Growth and Advancement
13.4	Personal Interests and Career Planning

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Appendix E-1. Academic Standards for Career Education and Work

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
1. Career Awareness and Exploration				
Educational requirements and opportunities	13.1.K-2.A Identify that there are different ways to prepare for careers.	13.1.3-5.A Investigate how people prepare for different careers that may include various levels of education, experiences, and training.	13.1.6-8.A Analyze the relationship of school subjects, extracurricular activities, and community experiences to career preparation.	13.1.9-12.A Analyze the relationship between career choices and career preparation opportunities to choose a path.
Entrepreneurship	13.1.K-2.B Identify entrepreneurial character traits of historical and contemporary entrepreneurs and ways to integrate entrepreneurial traits into schoolwide activities and events (e.g., posters to advertise, create ideas).	13.1.3-5.B Define entrepreneurship and the types of entrepreneurship (e.g., social public service, small business) in the community; compare and contrast the risks and rewards of entrepreneurship as a career through self-employment, in for-profit or non-profit organizations; practice entrepreneurial traits in schoolwide activities and events.	13.1.6-8.B Compare and contrast entrepreneurship and other self-employment opportunities to other employment types; evaluate how entrepreneurial character traits influence career opportunities in any type of job; identify how the 4 P's (product, price, place, and promotion) play a role in entrepreneurial branding.	13.1.9-12.B Analyze entrepreneurship and other self-employment opportunities as they relate to personal career goals and corporate opportunities; evaluate successful entrepreneurs in both non-profit and for-profit organizations and how the 4 P's play a role in branding.

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
Factors in career decisions	13.1.K-2.C Describe the work done by community helpers and business owners.	13.1.3-5.C Describe external factors that influence career choices, such as, but not limited to: <ul style="list-style-type: none"> • Geographic location • Salaries/benefits • Work schedule • Working conditions 	13.1.6-8.C Compare and contrast multiple careers using a variety of career research resources.	13.1.9-12.C Analyze external factors that impact employment opportunities, such as, but not limited to: <ul style="list-style-type: none"> • Competition • Global influences • Job growth • Job openings • Labor supply • Potential advancement • Potential earnings
Local, national, and global labor market	13.1.K-2.D Describe what a job is and the reasons people may have jobs.	13.1.3-5.D Identify the range of jobs available in the community.	13.1.6-8.D Use multiple resources or tools to research the job availability in a local, national, and global job market.	13.1.9-12.D Describe employment outlook, organized by in-demand occupations, clusters, pathways, or other methods.
Resources in school and community	13.1.K-2.E Participate in school and community events that share career awareness opportunities.	13.1.3-5.E Describe the benefits of participating in hands-on career awareness/preparation activities.	13.1.6-8.E Identify, participate in, and evaluate school- and community-based opportunities for career awareness/preparation experiences.	13.1.9-12.E Utilize school- and community-based opportunities for career awareness/preparation.
Rights of workers	Intentionally blank	13.1.3-5.F Explain why employers pay people for their labor.	13.1.6-8.F Understand what labor laws are and how they impact worker wages and safety.	13.1.9-12.F Examine basic labor laws to determine the rights and responsibilities of both employers and employees.
2. Employability Skills				

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
Critical thinking and problem solving	13.2.K-2.A Practice solving problems individually and in groups.	13.2.3-5.A Develop the traits needed to solve problems.	13.2.6-8.A Apply critical thinking to solve real-life problems.	13.2.9-12.A Identify solutions to existing conditions or problems using critical thinking skills.
Oral and written communication	13.2.K-2.B Use context clues to identify how communication varies within different social situations in varied environments.	13.2.3-5.B Use context clues to determine how communication varies within different social situations in varied environments.	13.2.6-8.B Develop formal communication that demonstrates professional etiquette and observes social protocols when communicating verbally, nonverbally, and in writing.	13.2.9-12.B Use professional etiquette and observe social protocols when communicating verbally, nonverbally, and in writing.
Teamwork and collaboration	13.2.K-2.C Demonstrate cooperation and positive interactions with classmates, recognizing that people have different backgrounds, experiences, beliefs, and ideas.	13.2.3-5.C Demonstrate the ability to work well in group or team interactions, recognizing that people have different backgrounds, experiences, beliefs, and ideas.	13.2.6-8.C Practice effective group interactions, acknowledging people's different backgrounds, experiences, beliefs, and ideas.	13.2.9-12.C Demonstrate shared responsibility for collaborative work and the value of contributions made by team members with various perspectives.
Technology	13.2.K-2.D Demonstrate proper and safe Internet and instructional technology use.	13.2.3-5.D Demonstrate proper and safe Internet and instructional technology use.	13.2.6-8.D Demonstrate proficient use of technologies by using various types of technology.	13.2.9-12.D Use job-specific technologies to accomplish work responsibilities in a productive manner.
Time and project management	13.2.K-2.E Discuss how time is structured at home and school.	13.2.3-5.E Develop a personal schedule based on activities and responsibilities at both home and school.	13.2.6-8.E Demonstrate effective time and project management strategies.	13.2.9-12.E Evaluate time and project management strategies and their application to both personal and work situations.

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
Entrepreneurial mindset	Intentionally blank	13.2.3-5.F List and describe several characteristics of the Entrepreneurial Mindset characteristics.	13.2.6-8.F Explain how Entrepreneurial Mindset characteristics and skills can help one be successful in their career.	13.2.9-12.F Apply Entrepreneurial Mindset characteristics and skills to school, work, and extracurricular environments.
3. Growth and Advancement				
Career growth	13.3.K-2.A Communicate an original opinion and describe the justification for that opinion.	13.3.3-5.A Identify situations that may require self- advocacy, such as: personal preference, values, etc.	13.3.6-8.A Identify factors that may inform decisions for career changes, such as loss of employment, lifestyle changes, workplace conflicts, work value changes, and job market changes.	13.3.9-12.A Develop strategies for navigating career and life transitions, such as coping with loss of employment, resigning from a job, negotiating a raise or promotion, and employing transferable skills.
Lifelong learning	13.3.K-2.B Recognize the importance of improving skills and learning new ones.	13.3.3-5.B Reflect on skill improvement and identify opportunities to build new skills.	13.3.6-8.B Explain how decisions regarding education, skill building, and work impact other major life decisions.	13.3.9-12.B Identify sources of lifelong learning to strengthen existing skills, develop new skills, and maximize career growth.
Strategic goals	13.3.K-2.C Set and achieve a goal.	13.3.3-5.C Set and achieve S.M.A.R.T. goals.	13.3.6-8.C Practice feedback and personal reflection to evaluate success towards setting and completing goals.	13.3.9-12.C Incorporate feedback and personal reflection to evaluate success towards completing goals and determine a next course of action.

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
Work ethic	13.3.K-2.D Build an awareness of the importance of a positive work ethic as a means to learn and grow.	13.3.3-5.D Identify attributes of a positive work ethic.	13.3.6-8.D Demonstrate a positive work ethic.	13.3.9-12.D Analyze and reflect upon the efficacy of your work ethic.
4. Personal Interests and Career Planning				
Develop a personal brand	13.4.K-2.A Describe qualities of people who are successful.	13.4.3-5.A Identify personal strengths and successes.	13.4.6-8.A Identify ways to market yourself as a job candidate.	13.4.9-12.A Strategically market yourself as a job candidate.
Identify personal interests	13.4.K-2.B Identify current interests and skills.	13.4.3-5.B Connect personal interests and abilities to potential career choices.	13.4.6-8.B Relate careers to personal interests, abilities, and aptitudes.	13.4.9-12.B Evaluate career options based on personal interests, abilities, aptitudes, achievements, and goals.
Research careers	13.4.K-2.C Explore career choices and identify the knowledge and skills associated with different types of careers.	13.4.3-5.C Discuss resources available in researching career opportunities.	13.4.6-8.C Evaluate a variety of methods to research careers that align with personal interests, values, strengths, and career goals.	13.4.9-12.C Use a variety of methods to research careers that align with personal interests, values, strengths, and career goals.

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

Substrand	Kindergarten to Grade 2	Grades 3 to 5	Grades 6 to 8	Grades 9 to 12
Understand a career path	<p>13.4.K-2.D Explain how workers in their careers use what is learned in the classroom.</p>	<p>13.4.3-5.D Document personal interests, abilities, and academic strengths.</p>	<p>13.4.6-8.D Build a career plan to describe planned action steps that may include, but not be limited to:</p> <ul style="list-style-type: none"> • Electives • Extracurricular activities • Coursework • Career interests • Strengths and abilities • Educational and training opportunities 	<p>13.4.9-12.D Evolve career plan to enact additional action steps that may include, but not be limited to:</p> <ul style="list-style-type: none"> • Electives • Extracurricular activities • Coursework • Career interests • Strengths and abilities • Educational and training opportunities • Work-based learning • Industry-recognized credentials

The Academic Standards for Career Education and Work in 22 Pa. Code Chapter 4, Appendix E-1 take effect on July 1, 2026.

APPENDIX B – SCHOOL COUNSELOR JOB DESCRIPTION

NORTHERN LEHIGH SCHOOL DISTRICT

1201 Shadow Oaks Lane
 Slatington, PA 18080-1299
 610-767-9800 ext. 1008
 Fax: 610-767-9809



Job Title:	School Counselor
Reports to:	Building Principal or Assistant Principal
Terms of Employment:	As per the NLEA Collective Bargaining Agreement
Supervises:	N/A

Job Description
The Certified School Counselor provides a comprehensive, developmental counseling program that addresses the academic, career, and social/emotional needs of all students. The counselor serves as an advocate, consultant, and resource to promote student success, personal growth, and well-being in alignment with district goals and state standards for school counseling.

Preferred Requirements for Position
Education/Experience
<ol style="list-style-type: none"> 1. Valid Pennsylvania Educational Specialist – School Counselor certification (or equivalent). 2. Master’s degree in School Counseling or a related field from an accredited institution. 3. Strong interpersonal, communication, and organizational skills. 4. Ability to maintain confidentiality and work collaboratively in a team environment. 5. Experience working with diverse student populations preferred.

Core Responsibilities and Competencies
Skills/Knowledge
The School Counselor is directly responsible to the Building Principal or Assistant Principal. His/her duties include, but are not limited to the following:
1. Academic Development
<ul style="list-style-type: none"> • Assist students in developing educational plans and setting academic goals. • Monitor student progress and support interventions for academic success. • Collaborate with teachers, administrators, and parents to remove academic barriers. • Participate in the development of student schedules and course selection processes.
2. Career Development
<ul style="list-style-type: none"> • Provide career awareness, exploration, and planning activities for all grade levels. • Assist students in identifying career interests, post-secondary options, and training opportunities. • Guide students and families in understanding graduation requirements, college applications, financial aid, and workforce preparation.

Northern Lehigh School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For more information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact Title IX Officer, TitleIX@nlsd.org

3. Social/Emotional Development

- Provide individual and group counseling to help students address personal and interpersonal issues.
- Implement prevention and intervention programs related to bullying, conflict resolution, attendance, and behavior.
- Respond to crises and collaborate with mental health professionals and community agencies when necessary.

4. Consultation and Collaboration

- Serve as a liaison between the school, families, and outside service providers.
- Participate in multidisciplinary teams, including MTSS, IEP, and child study meetings.
- Provide staff with strategies and resources to support student well-being.
- Advocate for equitable access to educational opportunities for all students.

5. Program Management and Evaluation

- Develop, implement, and evaluate a comprehensive school counseling plan aligned with the ASCA National Model.
- Maintain accurate records and documentation in compliance with district and state policies.
- Use data to assess program effectiveness and student outcomes.
- Participate in ongoing professional development to maintain certification and enhance effectiveness.

Salary

As per the NLEA Collective Bargaining Agreement.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision.

Work Environment

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

The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day. Operations may require extended or irregular working times. Work pace can be demanding.

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Evaluation

Performance will be evaluated annually by the Building Principal or Assistant Principal.

Acknowledgement

Signature

Date

Print Name

APPENDIX C – ADVISORY COUNCIL

COUNSELING FOR CAREER SUCCESS ADVISORY COMMITTEE

AFFILIATION	REPRESENTATIVE / TITLE	COMMITTEE ROLE	F '25	S '26
Northern Lehigh School District	Dr. Matthew Link Superintendent	Chief School Administrator		X
Northern Lehigh School District	Dr. Tania Stoker Assistant Superintendent	Administrator	X	X
Northern Lehigh School District	Allison Chruscial HS School Counselor	Lead Counselor	X	X
Northern Lehigh School District	Raquel Hoffert HS School Counselor	School Counselor	X	X
Northern Lehigh School District	Kayla Diehl MS School Counselor	School Counselor		X
Northern Lehigh School District	Sue Mengel SE School Counselor	School Counselor	X	X
Northern Lehigh School District	Kelly Kromer (Retired) Mia Lidestri (Oct '25) PE School Counselor	School Counselor	X	X
Northern Lehigh School District	Scott Pyne Director of Educational Technology, Curriculum and Instruction	Administrator		X
Northern Lehigh School District	Dr. Lori Bali HS Principal	Administrator		
Northern Lehigh School District	Dan Williams MS Principal	Administrator	X	X
Northern Lehigh School District	Todd Breiner SE Principal	Administrator		
Northern Lehigh School District	James Schnyderite PE Principal	Administrator		

Northern Lehigh School District	Nicole Del Gotto Sec Assistant Principal	Administrator		X
Northern Lehigh School District	Nick Krajcic Elem Assistant Principal	Administrator		X
Kutztown University	Dr. Rebecca West Burns Dean, Col of Education	Post Secondary		X
	Dr. Tracy Driehaus Asst Dir for Clinical Ed			X
Lehigh Carbon Community College	Brandon Kwiatek Exec Dir HS Connections	Post Secondary		
	Jennifer Hernandez-Reyes Asst Dir HS Connections			X
Penn State Lehigh Valley	Christina Luey Admissions Counselor	Post Secondary		X
Rentschler's Chevrolet	Greg Williams General Manager	Business		
St. Luke's	Dr. John Hauth Senior Director for Sports Medicine Relationships	Business		
	Kaitlyn Hibler Sports Medicine			
	John Swartz Athletic Trainer			X
	Aaron Boggs Health Network Program Manager			
Szoke Iron Works Inc	Tom Szoke President	Business		
Northern Lehigh School District	Natalie Snyder School Board Member	School Board Member		X
Chamber of Commerce	Jessica O'Donnell-Gower	Community Organization		

	Executive VP of Affiliated Chambers, Easton & Phillipsburg Elyse Cuttic Manager, Easton & Phillipsburg Area Initiatives			
Workforce Board Lehigh Valley	Cathy Rychalsky Executive Director Sarah Lutz Dir of Youth Initiatives	Community Organization		X X
Northern Lehigh Education Foundation	Allison Schaffer Board Member	Community Organization	X	
PA CareerLink	Angie Vazquez Youth Services Emily Hibshman Career Counselor	Community Organization		
Northern Lehigh PTO	Katja Bender Rebekah Heeres Executive Board Members	Community Organization		X X
Northern Lehigh School District	Rachel DeMicco Elementary Librarian	Educator		X
Northern Lehigh School District	Shannon Jones MS FCS / Career Teacher	Educator		X
Northern Lehigh School District	Kara Richardson Elem Teacher	Educator		
Northern Lehigh School District	Krystle Tiedeman Sec Lib / ELA Teacher	Educator	X	
Student	L.W. HS - 12 ^h Grade	Student		
Student	S.R. HS - 10 th Grade	Student		

Student	P.G. MS - 8 th Grade	Student	X	X
Student	H.S. MS - 7 th Grade	Student	X	
Student	S.S. SE - 5 th Grade	Student	X	
Parent/Guardian MS Student	Jenn Gower	Parent/Guardian	X	
Parent/Guardian HS Student	Heather Regan	Parent/Guardian	X	
Parent/Guardian SE/MS Student	Cory Schnauffer	Parent/Guardian	X	
Parent/Guardian HS Student	Jennifer Wentz	Parent/Guardian	X	



Comprehensive Guidance Plan - Advisory Council
October 13, 2025 @ 2PM
In-Person District Office / Virtual Google Meeting [LINK](#)

Present:

- Introductions
- Old Business
 - Comprehensive K-12 Guidance (339) Plan is required to be updated during this school year and is due to PDE by March 31, 2026
 - Updates to date include
 - Counseling Mission, Counselors and Case Loads
 - Programs and Services Have Been Updated Throughout
 - Sections 8 & 9 Stakeholder Involvement - Review
 - Section 10 - Follow Up Studies
 - Timeline
 - Summer/Fall - Feedback, Committee Work
 - October - Advisory Council Discussion
 - Winter - Committee Work
 - February - Education Committee, Advisory Council Review, Post| for Public Review
 - March - School Board for Approval, Submit to PDE
- New Business
 - District Office - Seals and Motto

- Act 158 - [Graduation Pathways](#) and annual data - (Dr. Stoker)

GRADUATION PATHWAYS	24-25 # Grads	24-25 % Grads	23-24 # Grads	23-24 % Grads	22-23 # Grads	22-23 % Grads
Keystone Proficiency Pathway	39	22.64%	24	22.64%	37	31.62%
Keystone Composite Pathway	22	23.58%	25	23.58%	29	24.79%
CTE Concentrator Pathway	17	23.58%	25	23.58%	13	11.11%
Alternative Assessment Pathway	21	4.72%	5	4.72%	19	16.24%
Evidence-Based Pathway	2	0.00%	0	0.00%	0	0.00%
Spec Ed Program	17	20.75%	22	20.75%	16	13.68%
Super Waiver	6	4.72%	5	4.72%	3	2.56%
Did NOT Meet Requirements	0	0.00%	0	0.00%	0	0.00%
TOTAL STUDENTS	124		106		117	
	46% Keystone Paths		46% Keystone Paths		56% Keystone Paths	

- Discussion about ASVAB, WorkKeys, being more strategic with Keystone retesters, Alt Pathways and acceptance to college, Lunch and Learn collaboration time and remediation time for Keystone retesters
- Career, College and Military Readiness Fairs
 - NLSD College, Career and Military Fair - April 1st
 - Lehigh County Seniors Only Fair -
- Building Updates
 - Peters (Mrs. Kromer)
 - Career Lessons within Xello Continue
 - Increase in Career Awareness through the Curriculum
 - SWPBS Component / Student Announcers
 - Lessons to be taught in Classrooms
 - Slatington (Mrs. Mengel)
 - Grade level Career Plans
 - Career embedded into curriculum
 - 5th grade LCTI trip scheduled
 - Middle School (Mr. Williams and Mrs. Diehl)
 - LCTI 8th Grade Presentation Oct. 31st, 2025
 - LCTI Trip - Nov. 4th, 2025
 - High School (Mrs. Chruscial and Mrs. Hoffert)

- Brilliant Pathways- trips to Northampton Community College
10/16 and Villanova 11/25
- Admissions Counselor Visits in Guidance
 - <https://www.nlsd.org/high-school-86/guidance/college-military-visits>
- District

- Community Updates

- Future Discussion Items
 - Comprehensive Guidance (339) Plan Revisions - Spring Final Plan

- Next Advisory Council Meeting Date
 - February 6, 2026 @ 2PM - In-Person and Virtual

- Adjournment

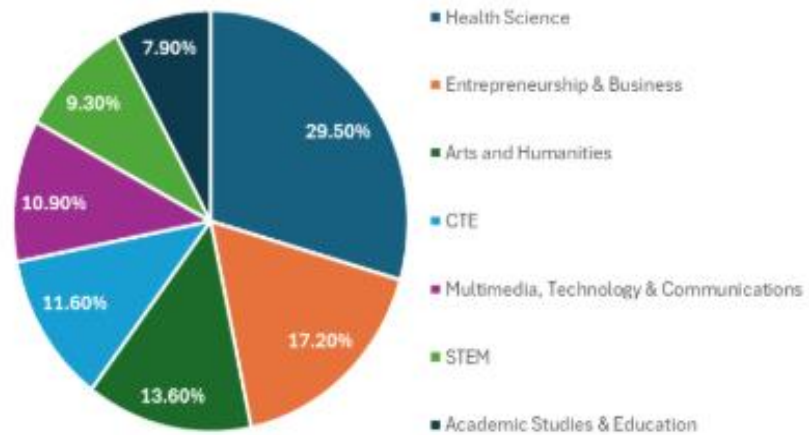


Comprehensive Guidance Plan - Advisory Council
February 6, 2026, 2:00PM
In-Person District Office / Virtual Google Meeting [LINK](#)

Present:

- Introductions
- HS Academic Pathways (Mr. Pyne)
 - [Pathways](#)
 - Preliminary Survey Results

HS Pathway Interest



- Comprehensive K-12 Guidance (339) Plan (Dr. Stoker & School Counselors)
 - Updates to Plan
 - Timeline for Feedback and Approval

- Changes to State Standards

<u>PDE Academic Standards for Career Education and Work (CEW)</u> July 8, 2006 - SY25-26	<u>PDE Academic Standards for Career Education and Work (CEW)</u> July 1, 2026 (Start SY26-27)
<ul style="list-style-type: none"> ◆ 13.1 Career Awareness and Preparation ◆ 13.2 Career Acquisition (Getting a Job) ◆ 13.3 Career Retention and Advancement ◆ 13.4 Entrepreneurship 	<ul style="list-style-type: none"> ◆ 13.1 Career Awareness and Exploration ◆ 13.2 Employability Skills ◆ 13.3 Growth and Advancement ◆ 13.4 Personal Interests and Career Planning

- Building Updates

- Peters (Mrs. Lidestri)
 - Career projects update
 - Speaking in classrooms to students about career options
- Slatington (Mrs. Mengel)
 - 5th grade LCTI update
 - Xello update
 - Career projects update
- Middle School (Mrs. Diehl)
 - 8th grade - LCTI Representative Application Walk-through Presentation
 - 7th Grade Kutztown Tour - TBA - April
 - 8th Grade LCCC Campus Tour - TBA - May
- High School (Mrs. Chruscial and Mrs. Hoffert)
 - Updates to our Program of Studies (Career Pathways, Business teacher, new course offerings, .5 credit offerings, senior year 6 credit carry requirement, Junior/Senior dual enrollment)
 - Share Pathways Survey responses?
- District

- Career, College and Military Readiness Fairs

- NLSD College, Career and Military Fair - Wednesday, April 1, 2026 @ HS (Mrs. DelGotto)
- Lehigh County Seniors Only Fair - Tuesday, April 28, 2026 @ ArtsQuest (Mrs. Lutz)

- Community Updates

- Future Discussion Items|

- Next Advisory Council Meeting Date
 - Fall 2026 (October)
 - Spring 2027 (March/April)

- Adjournment

APPENDIX D – SURVEY



Guidance & College, Career, Military Preparation Survey for Alumni of NLSD

The following survey is being offered to alumni of Northern Lehigh School District so that we can gauge the effectiveness of guidance services and the college, career and military preparation you received while a student in the district. The results of this survey will be shared with a core group of individuals so that we can continue to improve programs and services to meet the evolving needs of our student body.

* Indicates required question

First Name *

Your answer _____

Last Name *

Your answer _____

If you were known by a different name while attending Northern Lehigh, please enter it here.

Your answer _____

Street Address

(Your address will not be shared publicly. It will only be used to contact alumni through the school district.)

Your answer _____

City

Your answer _____

State

Your answer _____

Zip Code

Your answer _____

Email Address

(Your email address will not be shared publicly. It will only be used to contact alumni through the school district.)

Your answer _____

Phone Number

(Your phone number will not be shared publicly. It will only be used to contact alumni through the school district.)

Your answer _____

In what year did you graduate from Northern Lehigh High School? *

- Prior to 2020
- 2020
- 2021
- 2022
- 2023
- 2024

Check all that apply to you currently. *

- I am in the military
- I am a full-time student in college/university
- I am a part-time student in college/university
- I am in a trade school or certification program for my chosen field
- I work full-time
- I work part-time

If you are in the military, please select the branch of service

- Army
- Navy
- Air Force
- Marines
- Coast Guard

If you attend a post secondary school, please enter the name of your college, university or trade school.

Your answer _____

If you work, please enter the name of your company, organization or employer.

Your answer _____

Is your current education/occupational path, your original plan from graduation? *
If not, did it change? Please explain

Yes

No

Other: _____

Northern Lehigh prepared me well for continuing my education

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Northern Lehigh prepared me well for my current occupation.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

I feel/felt a sense of connection to Northern Lehigh.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Reflecting on your K-12 experience at Northern Lehigh, what do you see as the district's greatest strengths? *

Your answer _____

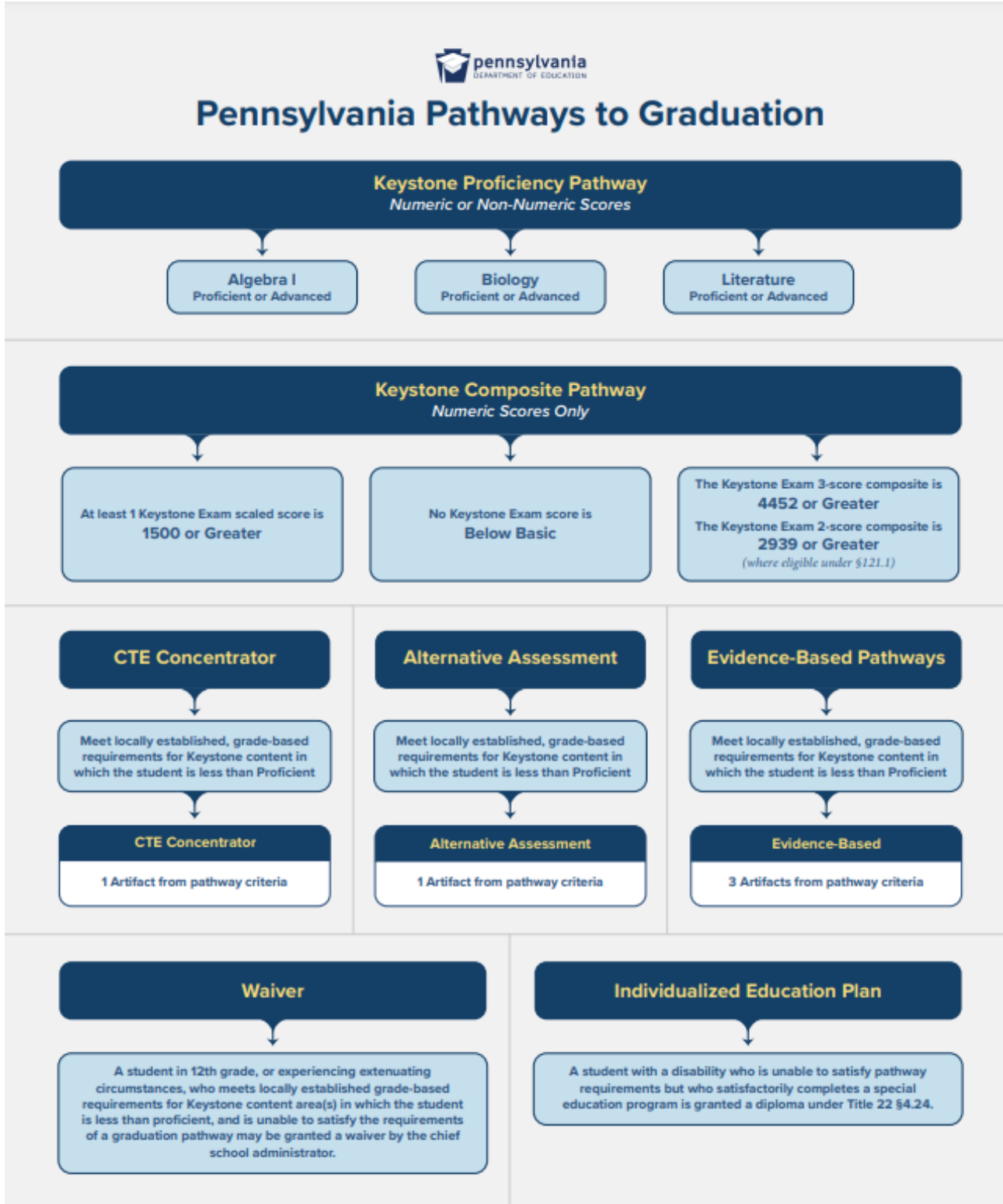
Reflecting on your K-12 experience at Northern Lehigh, what do you see as areas in which the district can improve to better prepare students for their endeavors after graduation? *

Your answer _____

Are you willing to return to Northern Lehigh and speak to students about your educational, post-secondary and/or work experience? *

- Yes
- Maybe
- No
- Not at this time

APPENDIX E – GRADUATION PATHWAYS



Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
1 Artifact	1 Artifact	3 Artifacts consistent w/student goals ONE or more from Section One No more than TWO from Section Two
<p>Industry-based competency certification</p> <hr/> <p>Likelihood of industry-based competency assessment success</p> <hr/> <p>Readiness for continued engagement in CTE Concentrator program of study</p>	<p>Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)</p> <hr/> <p>Attainment of Gold Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of a pre-apprenticeship program</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework</p>	<p>Section 1</p> <hr/> <p>Attainment of 630 or better on any SAT Subject Test</p> <hr/> <p>Attainment of Silver Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on any AP Exam</p> <hr/> <p>Attainment of 3 or better on any IB Exam</p> <hr/> <p>Successful completion of any concurrent enrollment or postsecondary course</p> <hr/> <p>Industry-recognized credentialization</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program</p> <hr/> <p>Section 2</p> <hr/> <p>Attainment of Proficient or Advanced on any Keystone Exam</p> <hr/> <p>Successful completion of a service-learning project</p> <hr/> <p>Letter guaranteeing full-time employment or military enlistment</p> <hr/> <p>Completion of an internship, externship, or cooperative education program</p> <hr/> <p>Compliance with NCAA Division II academic requirements</p>

APPENDIX F – NLHS CAREER PATHWAYS

NLHS Program of Studies/Career Pathways

Our seven pathways are designed to provide a strong foundation in a variety of fields, allowing you to gain valuable skills and experiences that will help you succeed in college, the workforce, or any future endeavor you choose. Each pathway is carefully structured to offer relevant courses, real-world learning experiences, and potential career connections to help guide you toward success. Choosing a pathway does not limit your future options—it helps you focus your studies on subjects that excite and inspire you. As you move through high school, you will have the flexibility to explore new interests and refine your goals.

Academics & Education Career Pathway

The **Academic Studies and Education Career Pathway** is designed for students with a passion for teaching and shaping the future. Whether you're interested in early childhood, elementary, or secondary education, this pathway offers a rigorous and well-rounded curriculum that builds the depth of knowledge and skills expected of future educators and school counselors. With a strong academic foundation, AP and college-level coursework, and real-world teaching experiences, students will be well-positioned for post-secondary opportunities and hands-on internships in classrooms during their senior year. Get ready to make an impact and ignite a lifelong journey in education!

Multimedia, Technology & Communications Career Pathway

Unlock your creative potential and master the tools of the future with the **Multimedia, Technology & Communications Career Pathway**! Whether you're passionate about digital design, video production, journalism, or technology-driven innovation, this pathway offers hands-on experiences that bring ideas to life. With courses in graphic design, public speaking, television production, and computer-aided drafting, students will build a powerful skill set that opens doors to exciting careers in media, technology, and beyond—while gaining access to real-world internships and post-secondary opportunities!

Health Science Career Pathway

The **Health Science Career Pathway** is designed for students eager to make a difference in the medical and health professions. Whether you're passionate about biology, chemistry, psychology, or emerging health fields, this pathway provides a strong academic foundation and hands-on learning opportunities to prepare for careers in healthcare. With advanced coursework in anatomy, AP sciences, and statistics, students will gain the critical thinking and problem-solving skills essential for success in medical and health-related fields. Get ready to embark on a rewarding journey toward a future in medicine, research, and patient care!

Arts and Humanities Pathway

The **Arts and Humanities Career Pathway** is designed for students who are passionate about fine arts, music, theater, literature, humanities, and creative expression. Whether you dream of painting masterpieces, performing on stage, composing music, or crafting compelling stories, this pathway provides the tools and experiences to bring your artistic vision to life. With courses in studio art, theater, digital media, creative writing, public speaking, and more students will develop their talents while preparing for exciting post-secondary and career opportunities in the arts and humanities. Ignite your creativity and shape the world with your unique voice!

Entrepreneurship and Business Career Pathway

The **Entrepreneurship & Business Career Pathway** is designed for students eager to lead, innovate, and make their mark in the world of business. Whether you're interested in launching your own venture, managing finances, or understanding consumer behavior, this pathway equips you with the skills to succeed in the fast-paced world of entrepreneurship. With coursework in accounting, public speaking, psychology, and business fundamentals, students will gain the knowledge and confidence needed to navigate the evolving business landscape. Get ready to develop your leadership skills, think strategically, and turn your passions into a career!

(STEM) Engineering Career Pathway

The **STEM Career Pathway** is built for students who love problem-solving, innovation, and cutting-edge technology. From designing new products to mastering computer-aided drafting and advanced mathematics, this pathway provides the foundation needed for success in engineering and technical fields. With hands-on courses in CAD, product design, and physics-based problem-solving, students will develop critical thinking skills and technical expertise to tackle real-world challenges. Get ready to explore, create, and shape the future through engineering!

CTE Career Pathway

Our **CTE Pathway** is for students attending LCTI to gain hands-on knowledge in technical careers. At NLSD, you will take core required classes, and, at LCTI, you will take your elective courses as your designated lab.