Mercer Area School District

K-12 School Counseling Plan

2025-2026

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1. **School Counselors and Assignments:**

   Allyson Rust- Grades K-6 (510:1)
   Courtney Smithco – 7-9 (260:1)
   Melanie Zeither – Grades 10-12 (210:1)

2. **Role of the School Counselor:**

   A. As a Leader – The school counselors effectively and efficiently create, lead, and manage a comprehensive developmental school counseling program that meets the academic, social/emotional, and academic developmental needs of all students. We serve as coordinators and/or members of our school's SAP/ESAP team, strategic planning committee, SWPB team, student handbook committee, and leadership committee.

   B. As an Advocate – The school counselors advocate for student success academically and personally. As advocates, we hope to have a lasting impact on the attitudes, policies, and practices which help to reduce or eliminate learning barriers so that students can be successful in school and in careers.

   C. As a Collaborator – The school counselors collaborate with all stakeholders, including students, parents, administrators, community members, postsecondary learning partners and professionals to create a positive learning environment that promotes student achievement of goals, standards, and outcomes.

   D. As an Agent of Systemic Change – The school counselors are uniquely positioned as members of professional school counseling organizations to provide resources and interventions for students, staff, and parents in order to help reduce barriers to success and support student achievement academically, socially, and professionally in their future work.

3. Job Descriptions

. MERCER AREA ELEMENTARY & SECONDARY GUIDANCE COUNSELOR JOB DESCRIPTION

The primary function of the school counselor is to provide a comprehensive competency-based counseling program that meets the academic, social/emotional, and career/vocational needs of all students.

QUALIFICATIONS:

Possess a Master's Degree school counseling; a current license for position as required by the Pennsylvania Department of Education.

REPORTS TO:

Building Principal and Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Adhere to and support board policy, school guidelines, administrative rules and directives.
2. Make him/herself available to all students seeking counseling services.
3. Advocate on behalf of the student and/or his/her family. Take all necessary and reasonable precautions to protect students.
4. Facilitate outreach efforts to provide services to students, parents/guardians and staff.
5. Connect students, parents/guardians and staff with specialized referral agencies.
6. Understand, evaluate, and interpret academic performance data. Interpret information about students to the student, their parents/guardians, and staff.
7. Implement individual and group counseling methods that are appropriate.
8. Conduct career and educational planning activities.
9. Participate in in-service activities and professional development opportunities promoted by the district.
10. Submit required reports promptly and accurately.
11. Perform other duties as assigned by the Building Principal or Superintendent.
12. Coordinates with teachers, administrators, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
13. Counsels students, parents, and guardians for the purpose of enhancing student success, academically, socially, and emotionally, in school.
14. Develops a variety of special programs and classes (e.g. group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students in the successful transition from elementary to middle school or help with life and academic skills.
15. Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.

ELEMENTARY SCHOOL COUNSELOR PERFORMANCE RESPONSIBILITIES:

1. Consult with students, parents and staff to assist students with academic/career planning.
2. Coordinate and facilitate social/personal small groups.
3. Serve as the School Assessment Coordinator and assist the District Assessment Coordinator with the dissemination and collection of all testing materials in grades 3-6.
4. Aid in the submission of reports as assigned by the building principal.
5. Develop & implement student programs, classes and activities assigned by the building principal.
6. Develop and implement career readiness lessons for grades 3-6 and collect artifacts.
7. Meet individually with every 6th grade student and develop an academic and career plan.
8. Work with the School Wide Positive Behavior Team and a part of the Tier II and III team .
9. Provide individual and group counseling to meet the social/emotional needs of students.

MIDDLE/SENIOR HIGH SCHOOL COUNSELOR PERFORMANCE RESPONSIBILITIES:

4. Aid in scheduling of students in appropriate courses.
5. Consult with students, parents and staff to assist students with academic/career planning.
6. Meet individually with every 7-12th grade student and develop a career plan.
7. Provide individual and group counseling to meet the social/emotional needs of students.
8. Assist students with scholarship, college entrance, and financial aid applications.
9. Schedule and coordinate all assessment tests, as well as the ACT, PSAT, SAT, ASVAB, etc.
10. Compile and submit data for a report assigned by the building principal.
11. Serve as the School Assessment Coordinator and assist the District Assessment Coordinator with the dissemination and collection of all testing materials in grades 7-12.
12. Collaborate with service providers and community resources to provide necessary student/parent referrals.

JOB REQUIREMENTS; MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development, best practice, theories of counseling, and ethical standards.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data: and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes, and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: Communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team and working with frequent interruptions.

Responsibility:

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget; upholding confidentiality and ethical standards. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling; and some fine finger dexterity. Generally, the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

4. School Counseling Department Mission Statement

The mission of the Mercer Area School Counseling Department is to provide a proactive, comprehensive, and developmentally appropriate program to address students' academic and career goals in addition to supporting their personal and social needs. This is accomplished through a partnership with parents/guardians, staff, and community members to enable all students to become successful, productive, contributing citizens and lifelong learners in a diverse and changing world.

5. Advisory Council

Mercer Area School District
Advisory Council

- Dr. Ron Rowe – Superintendent/Parent
- Michael Piddington – Assistant Superintendent/Parent
- Eric Mausser – High School Principal/Parent
- Amanda Simpson– Director of Special Ed./Parent
- Greg Acre– Elementary Principal
- Melanie Zeitler – 10-12 School Counselor
- Courtney Smithco – 7-9 School Counselor
- Allyson Rust – K-6 School Counselor/Parent
- Jennifer Mausser – School Nurse / Parent
- Savannah Colteryahn – Elementary Teacher / Parent
- Nicole Walzer – Middle/High School Teacher
- Greg McCandless – Car Dealership Owner
- Greg Cunningham – Funeral Director
- School Board Members
    - David Lengel Shane Nugent Beckey Bolyard
    - Arthur Amos Aimee Peters Rodney Bobby
    - Matthew Hazi Derek Stotsky Zachary Ryan
- Denise Orr – Community member

Meetings:

January 2026
Fall 2026
Spring 2026

6. Program Calendar:

August

	Academic	Social/Emotional	Career
Grades K-6	● School wide expectations K-6	● Meet the teacher night ● Welcome new students ● SEL - Character Strong Curriculum	● Develop guidance schedule
Grades 7-8	● 7th grade orientation night ● Finalize student schedules ● Enroll and schedule new students	● Welcome new students ● Meet the Counselor Classroom Lesson	● 7th and 8th Grade Career Class Introduction
Grades 9-12	● Update transcripts ● Finalize student schedules ● Enroll/schedule new students	● Welcome new students ● Grade Level meetings	● Meetings with seniors about college application process

September

	Academic	Social/Emotional	Career
Grades K-6	● Classroom visits/ observations ● Review new students' files	● Open house ● Classroom guidance – feelings (K) ● SEL - Character Strong Curriculum	● career readiness classroom lessons: grades 3-6; Goal setting, career day, Holland Code
Grades 7-8	● Finalize schedule changes ● Meet with students who receive progress reports ● Review grades and refer tutoring as needed	● Open house ● Beginning of Year Minute Meetings ● Character Strong SEL Curriculum	● Career Goal - Identify Values
Grades 9-12	● Create transcripts for new students ● Check transcripts to make sure students are meeting graduation requirements ● Meet with seniors: post-graduation plans	● Open house ● Beginning of Year Minute Meetings	● Meetings with seniors about college application process ● Career speaker - FTLT

October

	Academic	Social/Emotional	Career
Grades K-6	● Classroom guidance – decision making (2nd grade)	● Classroom guidance – friendship (1st grade) ● SEL - Character Strong Curriculum	● Classroom guidance – decision making (2nd grade) ● Career Day – 5th grade - planning for the future with short-term and long term goals
Grades 7-8	● Homework club	● CharacterStrong Curriculum ● SATCHEL SEL Screener ● Individual Student Meetings	● 7th Grade Career - Personal Strengths ● 8th Grade Career Class - Holland Interest Inventory (O*Net Interest Profiler, PA Career Zone) ● 8th Grade Career Class - Career Clusters
Grades 9-12	● Register students/plan/administer PSAT (Juniors) ● Meet with students receiving progress reports ● Host Financial Aid Night	● Meet with individual students	● Meetings with seniors about college application process ● Arrange college visits ● Career speaker - FTLT

November

	Academic	Social/Emotional	Career
Grades K-6	● Classroom guidance – career readiness - goal setting (3rd grade) ● Classroom	● guidance – plan for the future (4th grade) ● Send out needs assessment for small groups ● SEL - Character Strong Curriculum	● Classroom guidance – career readiness - goal setting and job application (3rd grade) ● Classroom guidance – plan for the future and big goals (4th grade) ● Job application
Grades 7-8	● Finalize report cards ● Homework club	● CharacterStrong Curriculum ● Individual Student Meetings	● 7th Grade Career - Skills Evaluation ● 8th Grade Career Class - Letters to Self/Goal Setting
Grades 9-12	● Finalize report cards ● Notify parents of seniors failing required course(s) ● Meet with seniors re: failures ● Plan/prepare for Keystones exams ● Order AP exams	● Meet with individual students	● Visit MCCC with all sophomores ● Individual College Application Check-ins ● ASVAB Testing ● Career speaker - FTLT

December

	Academic	Social/Emotional	Career
Grades K-6	● Career lessons in classrooms - goal setting and planning for the future	● Plan and set up small groups – send out permission forms ● SEL - Character Strong Curriculum	● Classroom guidance – career; follow up from career day (5th grade) planning for the future and connecting classroom subjects to jobs ● Classroom guidance – career (6th grade) ● determine strengths and weaknesses
Grades 7-8	● Homework club	● Individual Student Meetings ● CharacterStrong Curriculum	● 8th Grade Career Inventory
Grades 9-12	● Return/review PSAT scores (Juniors) ● Administer Keystone exams	● Meet with individual students	● Individual College Application Check-ins ● Career Center Applications ● Career speaker - FTLT

January

	Academic	Social/Emotional	Career
Grades K-6	● Small groups ● review grades	● Small groups ● Individual student meetings ● SEL - Character Strong Curriculum	● Small groups ● Goal setting ● 6th grade: Holland code and connecting jobs and career clusters
Grades 7-8	● Begin scheduling for next school year ● Review Q1 and Q2 grades for failures	● Small Groups begin ● CharacterStrong Curriculum ● Individual Student Meetings	● 7th Grade Careers - Time Management ● 8th Grade Career Week
Grades 9-12	● Finalize report cards ● Notify parents of seniors failing required course(s) ● Calculate GPA/class rank (Seniors) ● Update transcripts/send midyear reports to colleges ● Administer Keystone exams	● Meet with individual students	● ASVAB Testing - 10th/11th ● Individual College Application Check-ins ● Career Center Applications ● Career speaker - FTLT

February

	Academic	Social/Emotional	Career
Grades K-6	● Small groups ● PSSA planning	● Small groups ● individual student meetings ● SEL - Character Strong Curriculum	● Small groups ● organization skills for 5th and 6th grade ● 5th grade entrepreneurship lesson ● introduction to the Mercer County Career Center
Grades 7-8	● PSSA planning ● Send out failure letters	● CharacterStrong ● Individual Student Meetings	● Career - Budgeting & Entrepreneurship ● Vision Board Project
Grades 9-12	● Begin scheduling for next year ● Calculate NHS eligibility	● Meet with individual students	● Review MCCC apps with students and submit ● Career Center Application Review ● Senior Exit Interviews

March

	Academic	Social/Emotional	Career
Grades K-6	● Small groups ● Kindergarten registration ● PSSAs	● Small groups ● individual student meetings ● SEL - Character Strong Curriculum	● Small groups ● 6th grade visit to the Mercer County Career Center
Grades 7-8	● PSSAs ● Scheduling	● CharacterStrong Curriculum ● Individual Student Meetings	● Scheduling ● 8th Grade Career Class - Career Center Visitation
Grades 9-12	● Plan/prepare for PSSA's	● Meet with individual students	● ASVAB/ASVAB interp-10th grade ● Career speaker - FTLT

April

	Academic	Social/Emotional	Career
Grades K-6	● PSSAs ● Small groups	● Small groups ● individual student meetings ● SEL - Character Strong Curriculum	● 6th grade transition activities to the Middle School ● 5th grade looking at work habits and how they can lead to a job ● Small groups
Grades 7-8	● PSSAs	● Individual Student Meetings	● 7th Grade Career - Year Reflection ● 8th Grade Career Portfolio
Grades 9-12	● Notify parents of seniors failing/ not graduating ● Administer PSSA's ● Plan/prepare for Keystone exams ● Plan/prepare for AP exams	● Meet with individual students	● Career speaker - FTLT

May

	Academic	Social/Emotional	Career
Grades K-6	● PSSAs ● 6th grade academic plan	● Small groups ● individual student meetings ● SEL - Character Strong Curriculum	● Complete transition activities for 6th grade ● 6th grade visits the Middle School ● Academic and career plan for 6th graders ● 4th grade "Mini Mall" - students learn about marketing and starting up a business
Grades 7-8	● Finalize student schedules for next school year ● Finalize PSSAs	● End of the Year Minute Meetings	● 7th Grade Career Transition ● 8th Grade Career Transition
Grades 9-12	● Administer Keystone exams ● Administer AP exams ● Meet with seniors to complete questionnaire (post-grad plan) ● Determine graduate statistics	● End of the Year Minute Meetings	● 9th Grade Career Transition ● Career speaker - FTLT

June

	Academic	Social/Emotional	Career
Grades K-6	● Finalizing grades	● Finalize ESAP and submit reports to state	● Review 6th grade academic and career plans
Grades 7-8	● Send out failure letters ● Schedule students for summer school	● Submit SAP reports	● End of year reflections
Grades 9-12	● Finalize report cards ● Send failure letters (undergraduate) re; summer school ● Reschedule failures ● Calculate GPA/class rank (Juniors/seniors) ● Update transcripts/ send final transcripts to colleges ● Resolve scheduling conflicts ● Enter PIMS information (gradation plans)		● End of year reflections

Ongoing Elementary Services (K-6)

- Biweekly meetings for ESAP to meet the needs of individual students, data collection – (Send and review tracking forms, make parent phone contact, and coordinate services) **Academic, Social/Emotional, and Career**
- Biweekly meetings for Child Study Team (CST) – **Academic**
- Biweekly meetings for Tier II of School Wide Positive Behavior – **Academic, Social/Emotional**
- Biweekly meetings for Tier I of School Wide Positive Behavior – **Academic, Social/Emotional**
- Coordinate with services – CYS, BHS, and other community agencies
- Monthly meetings for School Wide Positive behavior
- Social/Emotional lessons through Character Strong (Weekly) - **Social/Emotional**
- Social/Emotional monthly themes
- Individual counseling as needed - **Academic, Social/Emotional, and Career**
- Conflict resolution with students as needed
- Parent-teacher conferences
- Classroom guidance lessons - **Academic, Social/Emotional, and Career**
- Goal setting with students and planning for their future - **Career**
- Career speakers in the classrooms - connecting abilities to careers - **Career**
- Weekly meetings for Olweus Bullying Prevention Program - **Social/Emotional**

Ongoing Secondary Services 7-12

- Biweekly meetings for SAP, SAP Data Collection - **Academic, Social/Emotional, and Career**
- Coordinate with services – CYS, BHS, and other community agencies
- Individual counseling as needed – **Academic, Social/Emotional, and Career**
- Arrange for tutoring/mentoring as needed/requested
- Conflict resolution/mediator with students as needed
- Facilitate homework club - **Academic**
- Parent-teacher conferences - **Academic, Social/Emotional, Career**
- 7th and 8th Grade Career Rotation Lessons (Bi-Weekly) - **Career**
- 9-12 Grade Career Speakers - **Career**
- CharacterStrong Lessons Grades 7-12 (Weekly) - **Social/Emotional**
- Arrange college visits for students - **Academic, Social/Emotional, and Career**

7. Program Delivery:

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

(Elementary K-6)

Guidance Curriculum	**Prevention, Intervention and Responsive Services**	**Individual Student Planning**	**System Support**
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	**Purpose** Prevention, Intervention and Responsive services to groups and/or individuals.	**Purpose** Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	**Purpose** Program delivery and support.
Academic ● **K-6 guidance lessons** ● **6th grade visit to the high school**	**Academic** ● **Child Study Team (CST)** ● **Consult w/faculty-staff** ● **PTC** ● **Small groups K-6**	**Academic** ● **IEP with students**	**Counselor Relate** ● **Open House** ● **ESAP meetings** ● **Professional development** ● **Liaison between outside agencies and school** ● **Tier II - School Wide Positive Behavior**

Career	Career	Career	Non-Counselor Related
• 3rd – 6th grade career guidance lesson based on Career Readiness • 5th grade Career Day • 6th grade visit to MCCC	• Small groups K-6	• 6th grade academic plan • 5th grade career day	• PSSA Testing
Personal/Social	**Personal/Social**	**Personal/Social**	
• K-6 guidance lessons	• Tier II for School Wide Positive Behavior • ESAP • Coordinate services – CYS, BHS • Consult w/faculty-staff • Small groups K-6	• IEP with students • Crisis response (individual counseling as needed)	
Percentage of Time	**Percentage of Time**	**Percentage of Time**	**Percentage of Time**

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
(Grades 7-8)

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	**Prevention, Intervention and Responsive Services** Addresses school and student needs.	**Individual Student Planning** Assists students and parents in development of academic and career plans.	**System Support** Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	**Purpose** Prevention, Intervention and Responsive services to groups and/or individuals.	**Purpose** Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	**Purpose** Program delivery and support.
Academic • Teach 8th grade careers class daily. • Meet w/students in grades 7 & 8 • re: course selection (scheduling). • Host 6th graders for orientation. • Facilitate AmeriCorps tutoring groups • facilitate after school tutoring	**Academic** • Meet w/students receiving progress reports (monitor student academic progress). • Resolve scheduling conflicts. • Communicate w/parents re: failures/academic concerns • arrange summer school/remediation PTC's. • Consult w/faculty-staff re: student concerns. • facilitate after school tutoring	**Academic** • Meet w/students re: schedules – schedule changes. • Reschedule failures. • Enroll new students. • Meet with students who plan to accelerate	**Counselor Related** • Open House. • Professional development. • Liaison between outside agencies and school • Facilitate at parent/teacher conferences

Career • conduct 7th grade orientation for parents/students. • 8th grade to LTI career fair • 8th grade to MCCC visit • discuss four year plan/post secondary plans with 7th/8th graders via scheduling • 8th grade Careers Class	**Career**	**Career** • enroll new students • schedule students for following year • Meet with parents/individual students as needed to discuss future plans • Individual 8th Grade Portfolio • Individual Graduation/Career Planning	**Non-Counselor Related** • Test Coordinator/Administrator. • (Keystone, PSSA) • Finalize report cards • Update transcripts • Maintain student records • Lunch duty
Personal/Social	**Personal/Social** • Coordinate services – CYS, BHS, etc. (other community agencies). • Crisis response (group counseling as needed). • SAP team facilitator. • Consult w/faculty-staff re: student concerns.	**Personal/Social** • Crisis response (individual counseling as needed). • Enroll new students.	
Percentage of Time	**Percentage of Time**	**Percentage of Time**	**Percentage of Time**

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
(Grades 9-12)

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	**Prevention, Intervention and Responsive Services** Addresses school and student needs.	**Individual Student Planning** Assists students and parents in development of academic and career plans.	**System Support** Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	**Purpose** Prevention, Intervention and Responsive services to groups and/or individuals.	**Purpose** Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	**Purpose** Program delivery and support.
Academic • Meet/seniors to review post-graduation options. • Meet w/students re: course selection (scheduling).	**Academic** • Meet w/students receiving progress reports (monitor student academic progress). • Resolve scheduling conflicts. • Communicate w/parents re: senior failures. • Send failure letters/ss information. • PTC's. • Consult w/faculty-staff re: student concerns.	**Academic** • Meet w/students re: schedules – schedule changes. • Re-schedule failures. • Enroll new students.	**Counselor Related** • Open House. • Professional development. • Liaison between MCCC/HS. • Liaison between post-secondary reps/HS.

Career • "College Visits Days." • Coordinate MCCC presentation to sophomores. • Host "Financial Aid Night." • 9th grade Business/Industry Fair. • 10th grade ASVAB testing/ follow up • Meet w/seniors to finalize post-graduation plans.	**Career** • Visit MCCC w/interested students. • Review MCCC apps w/students. • Prepare MCCC apps for submission. • Coordinate/disseminate scholarship information. • Write letters of recommendation.	**Career** • Meet w/seniors to discuss post-graduation plans. • Enroll new students.	**Non-Counselor Related** • Test Coordinator/Administrator. • (PSAT, Keystone, PSSA, AP). • Finalize report cards. • Calculate GPA/class rank. • Update transcripts. • Process transcript requests. • Maintain student records. • Lunch duty.
Personal/Social	**Personal/Social** • Coordinate services – CYS, BHS, etc. (other community agencies). • Crisis response (group counseling as needed). • SAP team member. • Consult w/faculty-staff re: student concerns.	**Personal/Social** • Crisis response (individual counseling as needed). • Enroll new students.	
Percentage of Time	**Percentage of Time**	**Percentage of Time**	**Percentage of Time**

8. Curriculum (See Attachment)

9. Program Goals: Describe your major program goals connected to the mission of the school district in all three domains:

Mercer Elementary School K-6

- Academic: 100% of the 5th grade students will explore and learn about careers and start to plan for their future
- Career: 100% of the 6th grade students will learn what their Holland code is and attend the Mercer County Career Center
- Social/Emotional: Through School Wide Positive Behavior and guidance lessons that promote students to make good decisions, there will be a decrease in the number ORFs from the school year of 2024 – 2025 to the school year of 2025 – 2026.

Mercer Middle/High School

- Academic: Decrease the number of dropouts in 2024-2025 to zero in 2025-2026
- Career: 100% of the students graduating will have a written resume
- Social/Emotional: By the end school year, all 7th and 8th graders will have successfully completed the CharacterStrong Social-Emotional Learning Curriculum.

10. Individualized Academic/ Career Plan

Starting in 6th grade, the students are going to start putting a portfolio together so that they can begin to develop a career plan and create a future for themselves.

Academic and Career Plan

Grade	Interests	Hobbies	Career Cluster	Holland Code
6				
7				
8				

My high school plan is to (fill out in 6th grade):

Attend the high school _____ Attend the Career and Technical Center_____ Attend Both _____

Possible courses that I will need to take in high school or the career technical center

_____
_____

My current post-secondary plans are:

4 year college: _____ 2 year/community college: _____ Technical school: _____ Apprenticeship: _____

Certification/Diploma Program: _____ On the job training: _____ Not sure: _____

Three things that I need to do to prepare for my future are:

1.

2.

3.

8th Grade Portfolio

GOALS

- Short-term goal for this school year:

- Long-term goal after high school:

I AM CONSIDERING THE FOLLOWING OPTIONS AFTER HIGH SCHOOL

____ Community college

____ Military

____ 4year college

____ Job Force

_____ business/trade/technical school

____Nursing school

____ apprenticeship program

____ other

SELF INVENTORY TEST

Holland Code: _____

3 Careers related to my Holland Code:

1. _____
2. _____
3. _____

Multiple intelligence: _____

3 CAREERS RELATED TO MY MULTIPLE INTELLIGENCE

1. _____
2. _____
3. _____

CAREER CLUSTER: _____

3 careers related to my career cluster

1. _____
2. _____
3. _____

Career I think I would like to have as an adult

MY SKILLS (LIST 3 STRENGTHS)

1. _____
2. _____
3. _____

SPORTS, EXTRACURRICULAR ACTIVITIES, CLUBS, AND WORK EXPERIENCE

_____
_____
_____

4-year schedule layout

Courses	English	Mathematics	Science	Social Studies	Required Courses/ Electives
Grade					
9					
10					
11					
12					

Post-Secondary Training plan	Type of School	Name of Schools/Training	Major Area of Study/Program

11. Stakeholders:

- Students
  - The students of Mercer Area School District will receive a curriculum focused on academic, career, and social/emotional skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities.
  - Older students will serve as mentors to younger students in areas of academic assistance and other opportunities.
- Parents
  - Parents will be made aware of services offered so that they are able to make use of them for the full benefit of their child. Parents will be made aware of on-going counseling services throughout their child's educational career.
  - Parents are stakeholders by participating in their child's decision-making process regarding class selection, career exportation, and other future opportunities. Parents will provide feedback for the school counseling program through communication with the counselors and by serving on the advisory council.
- Administrators
  - Administrators will support opportunities for professional development. They will support a fully-staffed counseling program. They will relieve counselors of non-counseling administrative duties not reflected in the American School Counseling Association (ASCA) National Standards, including testing, lunch duty, and covering classes.
  - Administrators will participate on the advisory council.
- Teachers
  - Teachers will incorporate career standards into their classroom curriculum. Teachers will refer students of concern to counselors. Teachers will keep lines of communication open with parents.
  - Teachers will be made aware of the mission and goals through their participation on the advisory council as well as through informational sessions during professional development days, the school counseling website, and counselor driven presentations.
- Business and Community
  - Businesses within the community will provide resources for career information, job-shadowing, and volunteer opportunities for all students. The community is an important part of the school counseling program in order to connect students and families with valuable resources for post-secondary planning and education as well as mental health resources outside of the school.
  - Business and community members will participate in the advisory council.
- Post-Secondary
  - Post-secondary provides services such as classroom presentations focused on employability, opportunities for students to meet with departments at the university level, and meaningful conversations between college students and high school students.
  - All realms of post-secondary education will be represented on the advisory council including members from four-year colleges, technical schools, and community colleges.

Action Plan for 3 Goals in the Career Domain

Stakeholder: Parents

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Develop a strategy to educate parents about k-12 counseling program	Develop a parent counseling newsletter (via website)	13.1 13.2 13.3	K-12	We will dedicate a section of the school's website to educate the parents about our k-12 counseling program	Survey	on going
	Open house/7th grade orientation			Right before the start of school, 7th grade orientation will be held so that parents and students can come into the middle/high school and learn what resources are offered in the building	Number of parents who come to the orientation	
Develop strategy for educating parents about MCCC/post-secondary options	Financial aid night	13.1 13.4	K-12	A financial aid night will be held in the building so that parents can learn about how they can help their child get ready for the cost of post-secondary schooling	Survey	every fall
	Post info on website			School counselors will serve as liaisons to connect parents with outside resources from all facets of higher education, military, business and industry professionals, and other career paths	Survey	on going
	show "success in the new economy" at open house					
Develop a parent resource list	Posted on website	13.1 13.3	K-12	School counselors will serve as liaisons to connect parents with a list of resources the building has to offer	Survey	on going
	Hard copies available in Counseling office			School counselors will serve as liaisons to connect parents with a list of resources the building has to offer	Number of parents who come into the guidance office	

Action Plan for 3 Goals in the Career Domain

Stakeholder: Staff

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Connect an outside resource to your staff to build the career development program	Technology/ Engineering grant – cross curricular program	13.1 13.2 13.3 13.4	K-12	Currently writing a grant which will provide technology/engineering Classes to students in grades 5, 8, and 10; grant will allow for teachers to be trained to incorporate technology/engineering into curriculum as well.	staff survey	Implemented 2018 – present time
	Teacher in the Workforce Program			Teachers have the opportunity to job shadow careers outside of education each summer	Staff survey	Ongoing, each summer
	Connect teachers with guest presenters from higher ed, business, etc			School Counselors will serve as liaisons to connect staff with outside resources from all facets of higher education, military, business and industry professionals, and other career paths to visit classrooms or meet with staff	Staff survey	Ongoing throughout each school year
Develop strategy for educating staff re: career development, Chapter 339	When: teacher in-service	13.1 13.2 13.3 13.4	K-12	We will use an already scheduled in-service day to meet in groups (K – 6, 7 - 12) with staff to discuss an action plan for implementing career development and CEW standards into the existing curriculum, needs for expanding curriculum (new electives/guidance lessons), and discussing available outside resources.	Staff survey	Begin: 2020 - present time
Distribute the worksheet "I" Statements for Curriculum Integration and Portfolio Development to teachers to complete	Distribute and explain	13.1 13.2 13.2 13.4	K-12	By surveying teachers using the "I" Statement worksheet, we will ascertain which CEW standards are already being addressed in the curriculum, to what degree, and establish a baseline for beginning career development initiatives.	"I" statement worksheet	
	Collect					
	Review reported data					

Action Plan for 3 Goals in the Career Domain

Stakeholder: Business/Community

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Use a community resource to address a CEW standard in the classroom	Invite a community members into the classroom to educate the students on different careers	13.1 13.2 13.3 13.4	K-12	Community members will be invited to come into the 5th grade class to educate the students on different job opportunities in Mercer County Community business members will be invited to Mercer Area Middle/High School to educate all 8th grade students on various job opportunities in Mercer County	Survey	each school year
Develop a new career development activity for students OUTSIDE the building	The 6th, 8th, and 10th grade students will visit MCCC	13.1 13.2 13.3 13.4	K-12	The 6th, 8th, and 10th grade students will have the opportunity to take a tour of the Mercer County Career Center. They will be able to see what the Career Center offers and how this can play a role in their career choice in the future.		each school year
	8th grade Career Fair			The 8th graders will have the opportunity to explore and ask questions about different job opportunities for their future		each fall
	Mercer County Business/Industry Career Fair			The 9th graders will have the opportunity to attend the Mercer County Business/Industry Career Fair. They will learn about different careers available in Mercer County and what employers are looking for		Each spring

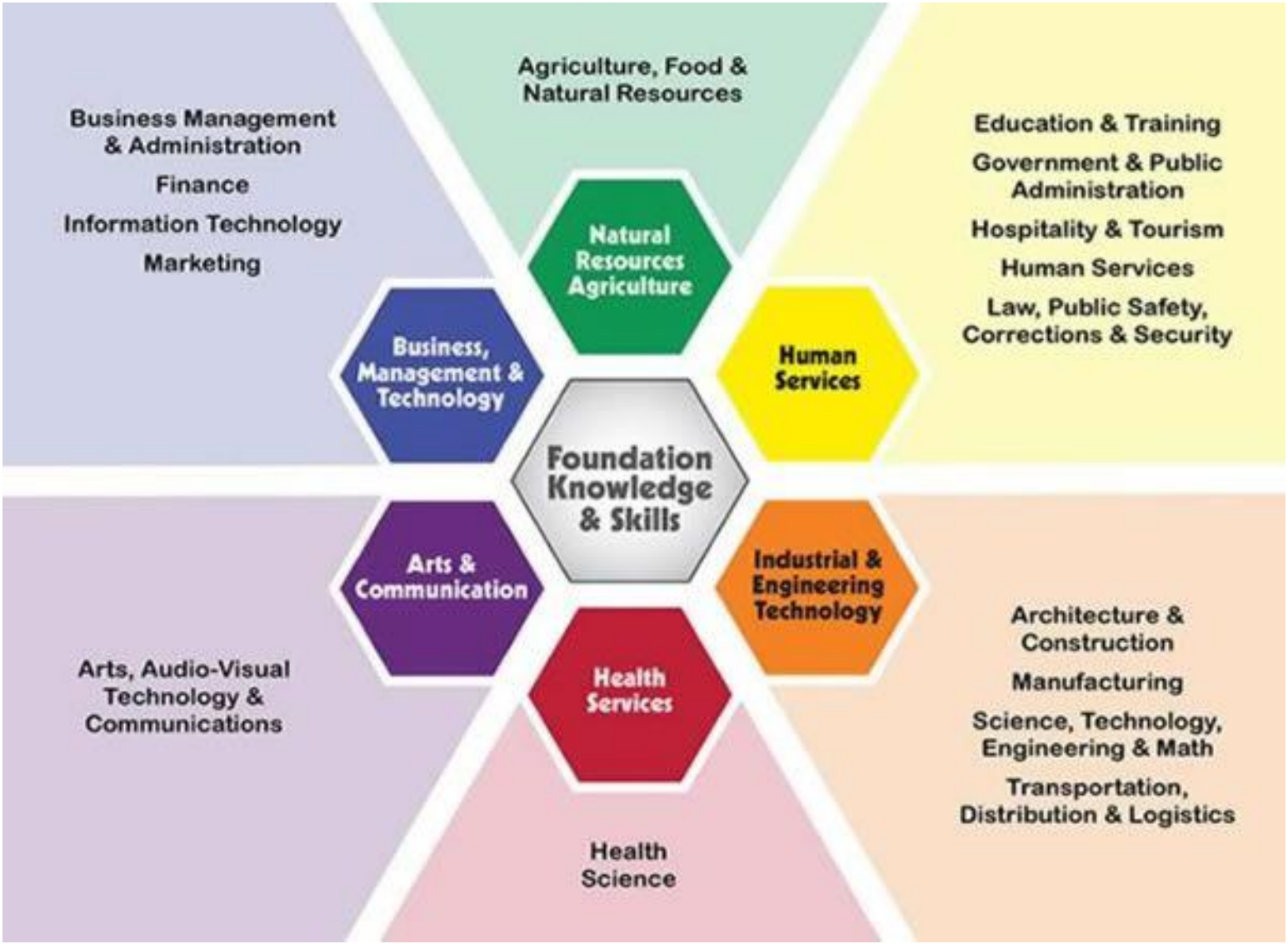
Action Plan for 3 Goals in the Career Domain

Stakeholder: Post-Secondary

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Connect outside post-secondary resources to parents/staff	Invite parents to a financial aid night through newsletter	13.1 13.2 13.3 13.4	7-12	Representative from PHEAA makes a presentation regarding financial aid and explains the process.	Number of people who respond	Each Fall
	Dedicate a section on our website to post-secondary resources			Links on the guidance page will allow parents and staff to access resources on post-secondary resources	Parent Survey	On going
Engage an unfamiliar post-secondary resources with students	Representatives from post-secondary institutions	13.1 13.2 13.3 13.4	7-12	Representatives from post-secondary institutions will be scheduled to meet with students and discuss post-secondary planning.	Number of students who respond	On going
	Dedicate part of the school's newspaper to post-secondary opportunities			We will dedicate a section of the school's newspaper to post-secondary institutions so that students can gain information about these different opportunities.	Student survey	on going

12. Occupational Information

Career Clusters and Pathways



16 Career Clusters and Pathways				
Career Cluster	**Definition**	**Suggested High School Courses**	**Mercer County Career Center (MCCC)**	**Related Clubs and Activities**
Manufacturing	This pathway is comprised of planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing, and process engineering.	Algebra Biology Chemistry STEM Science Geometry Calculus Physics Anatomy/Physiology Wood Technology I, II, III, IV Manufacturing Leather/Metals	Logistics and Supply Chain Welding Carpentry Auto & Mechanics Electrical Occupations Diversified Occupations	Robotics Club Wood Shop S.T.E.A.M. Academy
Architecture and Construction	This pathway includes careers in designing, planning, managing, building and maintaining the built environment.	Algebra Drawing/Painting Studio Art I, II, III, IV Computer Science Physical Science Geometry Trigonometry/Alg. III Physics CAD Robotics AP Calculus STEM Science Wood Technology I, II, III, IV Leather/Metals	Logistics and Supply Chain Welding Carpentry Auto & Mechanics Electrical Occupations Collision Repair Diversified Occupations	Robotics Club Wood Shop S.T.E.A.M. Academy

Agriculture, Food, and Natural Resources	This pathway includes the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.	Financial Algebra Geometry Physics Chemistry Biology STEM Science Physical Science Statistics Trigonometry/ Alg. III Computer Science Family Living Today Culinary Arts I, II Adv. Family Consumer Science Natural Living Economics Psychology Volunteer	Culinary Arts Diesel Technology Electrical Occupations Logistics and Supply Chain Innovation and Entrepreneurial Development Diversified Occupations	Garden Club Culinary Club Speech Club Wood Shop Photography Club Conservation Club S.T.E.A.M. Academy Students for Charity
Transportation, Distribution, and Logistics	This pathway engages in planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.	STEM Science Physics Physical Science Manufacturing Financial Algebra Algebra I, II Trigonometry Calculus Statistics Cyber Security Computer Science Wood Technology Leather/Metals Drawing/Painting Graphic Arts CAD Robotics Volunteer	Diesel Technology Auto Mechanics Technology Collision Repair Logistics and Supply Chain Innovation and Entrepreneurial Development Diversified Occupations	Speech Club Conservation Club S.T.E.A.M. Academy Football Basketball Sports Management

Arts, A/V Technology, and Communications	This pathway consists of designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.	College Prep. English Public Speaking Journalism Graphic Art Fine Arts I, II, III, IV Studio Art I, II, III, IV Drawing/Painting Pottery Leather/Metal Theater Arts Concert Choir Chamber Choir History of Broadway Musicals Wind Ensemble Concert Band Multimedia Production Music Theory Guitar/Ukulele	Cosmetology Collision Repair Early Childhood Education Innovation & Entrepreneurial Development Computer Programming Computer Information Technology Diversified Occupations	Yearbook Musical Stage Production Speech Club Art Club Show Choir Crochet Club Aevidum Club Academic Games Robotics Club
Information Technology	This pathway will have students learn to build linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integrated services.	Advanced Multimedia Prod. Algebra I, II, III/Trig AP Calculus (AB) AP Calculus (BC) App. Discrete Math Cad/Robotics Computer Science Essentials Computer Science Principles Adv. Computer Science Geometry Multimedia Production Pre-Calculus STEM Science Cybersecurity	Computer Information Technology Computer Programing Innovation & Entrepreneurial Development Health Care Careers Diversified Occupations	Wood Shop S.T.E.A.M. Academy Yearbook Academic Games Robotics Club

Education and Training	This pathway encompasses planning, managing, and providing education and training services, and related learning support services.	College Prep. English Algebra I, II, III/Trig Pre-Calculus Statistics Adv. Family & Consumer Science AP English AP Psychology Culinary Arts I, II, III Families Living Today Physical Education/Fitness Fund. of Public Speaking Yearbook Journalism Foreign Language Social Studies Survey Volunteer	Cosmetology Early Childhood Education Innovation & Entrepreneurial Development Cooperative Education Culinary Arts	Yearbook Musical Stage Production Crochet Club Ping Pong Club Chess Club Speech Club Aevidum Club Garden Club Culinary Club Spirit Club S.T.E.A.M. Academy Peer Mentoring Academic Games Students for Charity Extreme Leadership
Health Sciences	This pathway consists of planning, managing, and providing therapeutic services, diagnostic services, health information, support services, and biotechnology research and development.	Algebra I, II, III/Trig AP Calculus (AB) AP Calculus (BC) App. Discrete Math Cad/Robotics Computer Science Essentials Computer Science Principles Adv. Computer Science Geometry Pre-Calculus STEM Science Cybersecurity Advanced Biology Academic Chemistry AP Chemistry Physiology Statistics AP Psychology Adv. Family & Consumer Science Families Living Today Physical Education/Fitness Foreign Language Volunteer	Health Care Careers Computer Information Technology Computer Programming	Physiology Club Academic Games Conservation Club Garden Club Students for Charity

Human Services	This pathway prepares individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, and personal care, and consumer services.	Advanced Government POD/Economics College Prep. English Algebra I, II, III/Trig Financial Algebra Pre-Calculus Statistics Adv. Family & Consumer Science AP English AP Psychology Physics Physiology Advanced Biology Academic Chemistry Culinary Arts I, II, III Families Living Today Physical Education/Fitness Fund. of Public Speaking Yearbook Journalism Foreign Language Social Studies Survey Volunteer	Health Care Careers Early Childhood Education Innovation & Entrepreneurial Design Logistics - Material and Supply Chain Management Diversified Occupations	Culinary Club Speech Club Aevidum Club Peer Mentoring Academic Games Crochet Club Students for Charity Spirit Club Extreme Leadership
Business Management and Administration	This pathway includes careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.	Advanced Government Algebra I, II, III/Trig Pre-Calculus AP Calculus (AB) AP Calculus (BC) Fund. of Public Speaking Financial Algebra Foreign Languages POD/Economics Statistics Social Studies Survey Volunteer	Innovation & Entrepreneurial Design Logistics - Material and Supply Chain Management Diversified Occupations	Speech Club Academic Games Students for Charity Spirit Club Extreme Leadership Yearbook Sports Management
Finance	This pathway includes planning, services for financial and investment planning, banking, insurance, and business financial management.	Advanced Government Algebra I, II, III/Trig Pre-Calculus AP Calculus (AB) AP Calculus (BC) Fund. of Public Speaking Financial Algebra Computer Science Essentials Computer Science Principles	Service Occupations Innovation & Entrepreneurial Design Diversified Occupations	Chess Club Academic Games Extreme Leadership

Government and Public Administration	This pathway encompasses planning and performing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.	Advanced Government American History Cybersecurity Fund. of Public Speaking Journalism Foreign Languages AP Psychology POD/Economics Social Studies Survey Statistics Volunteer	Innovation & Entrepreneurial Design Diversified Occupations	Speech Club Conservation Club S.T.E.A.M. Academy Extreme Leadership Aevidum Club Yearbook Students for Charity
Hospitality and Tourism	This pathway encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.	Advanced Government Advanced Biology American History Culinary Art I, II, III Families Living Today Financial Algebra Fund. of Public Speaking Fine Arts I, II, III, IV Leather and Metal Drawing Journalism Foreign Languages AP Psychology POD/Economics Social Studies Survey Statistics Volunteer	Service Occupations Culinary Arts Diversified Occupations	Culinary Club Speech Club Aevidum Club Peer Mentoring Academic Games Crochet Club Students for Charity Spirit Club Art Club Yearbook Photography Club Extreme Leadership
Law, Public Safety, Corrections, and Security	This pathway includes planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.	Advanced Government Advanced Biology American History Computer Science Essentials Computer Science Principles Cybersecurity Fund. of Public Speaking Journalism Foreign Languages AP Psychology POD/Economics Social Studies Survey Statistics Volunteer	Computer Information Technology Computer Programming	Speech Club Conservation Club S.T.E.A.M. Academy Extreme Leadership Aevidum Club Yearbook Students for Charity Academic Games Robotics Club

Marketing	This pathway comprises planning, managing, performing marketing activities to reach organizational objectives.	Advanced Government Algebra I, II, III/Trig Pre-Calculus AP Calculus (AB) AP Calculus (BC) AP Psychology Computer Science Essentials Computer Science Principles Cybersecurity Fund. of Public Speaking Financial Algebra Fine Arts I, II, III, IV Leather and Metal Drawing Journalism History of Broadway Musicals Foreign Languages POD/Economics Statistics Social Studies Survey Theater Arts Volunteer	Innovation & Entrepreneurial Design Computer Information Technology Computer Programming Diversified Occupations	Speech Club Academic Games Students for Charity Aevidum Club Spirit Club Extreme Leadership S.T.E.A.M. Academy Peer Mentoring Art Club Yearbook Sports Management
Science, Technology, Engineering, and Mathematics	This pathway includes planning, managing, and providing scientific research and professional and technical services.	Algebra I, II, III/Trig AP Calculus (AB) AP Calculus (BC) App. Discrete Math Cad/Robotics Computer Science Essentials Computer Science Principles Adv. Computer Science Adv. Biology Academic Chemistry AP Chemistry Physiology Geometry Pre-Calculus STEM Science Cybersecurity College Prep. English Algebra I, II, III/Trig Pre-Calculus Statistics AP Psychology	Automotive Technology Carpentry Collision Repair & Refinishing Computer Information Technology Computer Programming Diesel Technology Electrical Operations Health Care Careers Logistics - Material and Supply Chain Management Welding Diversified Occupations	Wood Shop S.T.E.A.M. Academy Yearbook Academic Games Robotics Club Chess Club Extreme Leadership Speech Club Physiology Club

13. Career and Postsecondary Resources

Internet Resource	Resources
Elementary	http://pacareerstandards.com/curriculum-search.php
Career Information	www.acinet.org www.bls.gov www.educationalplanner.org www.careerkey.org www.pacareerzone.com
College Search	www.act.org www.collegeboard.org www.fastweb.com www.college.gov www.bigfuture.org www.petersons.com www.educationalplanner.org
Test Prep/Registration	www.act.org www.collegeboard.org
Financial Aid/ Scholarship Information	www.fafsa.gov www.pheaa.org www.studentaid.ed.gov www.fastweb.com www.federalstudentaid.ed.gov

14. Career and Technical Center Strategy

Grade	Program Event/ Activity	Stakeholder	Data	Date	Contact Person
3rd Grade	Classroom Guidance Lessons	Educators/Students	Student Feedback	Fall	Allyson Rust
4th Grade	Classroom Guidance Lessons	Educators/Students	Student Feedback	Fall	Allyson Rust
5th Grade	Classroom Guidance Lessons	Educators/Students	Student Feedback	Fall	Allyson Rust
5th Grade	Career Day	Educators/Students/ Community	Student Feedback	Fall	Allyson Rust
6th Grade	Classroom Guidance Lessons	Educators/Students	Student Feedback	Fall	Allyson Rust
6th Grade	6th Grade visits the Mercer County Career Center	Educators/Students	Student Feedback	Winter	Allyson Rust
6th Grade	Transition visit to the high school	Educators/Students	Student Feedback	Spring	Allyson Rust
7th Grade	7th Grade Orientation	Educators/Parents/Students	Parent/Student Feedback	Fall	Courtney Smithco
7th Grade	Classroom Guidance Lessons - Career Exploration	Educators/Students	Student Feedback & Student Work	All Year	Courtney Smithco
8th Grade	Classroom Guidance Lessons - Career Exploration	Students	Student Surveys & Student Work	All Year	Courtney Smithco
8th Grade	8th Grade Mercer County Career Center Information Meeting	Educators/Students	Student Feedback	Winter or Spring	Courtney Smithco
8th Grade	Career Week Speakers	Community/Business/ Educators/Students	Student Feedback, Speaker Feedback	Winter	Courtney Smithco
8th Grade	8th Grade goes to Career Fair	Educators/Students	Survey	Fall	Courtney Smithco

9th Grade	Business and Industry Fair	Educators/Students	Student Feedback	Fall	Courtney Smithco
9th & 10th Grade	9th & 10th Graders interested in the Mercer County Career Center can visit	Educators/Students	Student Feedback	Fall	Melanie Zeitler
10th Grade	ASVAB testing and follow up	Educators/Students/ Post-Secondary	Student Feedback	Spring	Melanie Zeitler
11th & 12th Grade	College and Career Fair	Community/Post-Secondary/ Students	Student/Community Feedback	Fall	Melanie Zeitler
11th & 12th Grade	College Visits (Virtual & In-Person)	Community/Parents/ Post-Secondary/Students	Student/Community Feedback	All Year	Melanie Zeitler
11th & 12th Grade	Financial Aid Night	Community/Parents/ Educators/ Post-Secondary/Students	Student/Parent/ Community Feedback	Fall	Melanie Zeitler

15. Educational Career Plan 339.32(6)

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

Mercer Area School District					
Grade(s)	**# of Students**	**Guidance Activity that leads to…**	**Employment**	**Postsecondary Education**	**Military**
9th	All 9th graders	Business and Career Fair	X	X	X
9th	Any 9th grader interested	Tour of Mercer County Career Center	X	X	
10th	All 10th graders	Tour of Mercer County Career Center	X	X	
10th	All 10th graders	ASVAB Testing	X	X	X
11th	Any 11th grader interesting in postsecondary education	College and Career Fair at Thiel College		X	X
11th & 12th	Any 11th or 12th graders that have an IEP	Office of Occupational Rehabilitation (OVR)	X	X	
11th & 12th	Any 11th & 12th grader interested	Military Recruiter Information Visits			X
11th & 12th	11th & 12th graders who are eligible	Open Heart Surgery Observation	X	X	
11th &12th	Any 11th & 12th graders interested	College Information Visits		X	
12th	All 12th graders	Senior Exit Interviews	X	X	X
9th, 10th, 11th, 12th	All students	Scheduling	X	X	