

SOUTHMORELAND SCHOOL DISTRICT

COUNSELING FOR CAREER SUCCESS K-12 COUNSELING PLAN



TABLE OF CONTENTS

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Table of Contents	1
I. Grant Proposal Narrative	2
II. Southmoreland School District School Counselors and Assignments:	3
III. School-Counseling Department Mission Statement:	4
IV. Program Goals:	4
V. Stakeholders:	5
VI. Role of the School Counselor: American School Counselor Association (ASCA)	6
VII. Advisory Council Member Stakeholders (Subject to Change):	11
VIII. K-12 School Counseling Calendars:	14
IX. PROGRAM DELIVERY SYSTEM:	15
XI. CAREER RESOURCE LIST:	28
XII. Individualized Academic/Career Plan:	36
XIII. Career and Technical Center Strategy:	37
APPENDIX: Job Descriptions	41
	44



“Counseling for Career Success” Chapter 339 K-12 Counseling Plan

School District Southmoreland School District Date: 2022

I. Grant Proposal Narrative

Update for 2022:

After the original service year of Career Cruising (now known as Xello), the program was not renewed due to budgetary constraints. Through ESSERS funding, Xello has been contracted for four years, ending October 31, 2025 for a total cost of \$23,351.20.

Xello has been implemented in all buildings at varying levels and in various ways.

- SHS: Homeroom periods were used every other month for Xello lessons for the entire student body at the beginning of the 2022-2023 school year. Going forward, lessons and activities will be completed in their history classes. Additional activities outside of Xello are used as needed with students. Information generated from these activities and lessons are then used in career and future directions discussions with students.
- SMS: At the middle school level, students work in the Xello program during their Explorations Specials Class. Additional activities outside of the Xello program are also completed with 8th grade students.
- SES and SPC: Xello is implemented in both buildings via their Computer Itinerant Class. SES students are learning to upload their additional activities documents into the Xello program, expanding their learning opportunities. SPC will be exploring and familiarizing themselves with the program.

2017-2018

The Southmoreland School District intends to utilize the Comprehensive Counseling Plan grant funds of \$3,500 in the following manner:

Purchase and implementation of Career Cruising program - \$5,622.50 (1st year)

- Southmoreland Primary Center/ Elementary Schools: \$1,312.50
 - Success Services (One-time fee): \$250.00
- Southmoreland Middle School: \$940.00
 - Success Services (One-time fee): \$400.00
- Southmoreland High School: \$1,920.00
 - Success Services (One-time fee): \$ 800.00
 - Year 2 and Beyond: Approximately \$4,173.00

This grant supports our ability to provide career exploration, information, counseling, advising, and mentoring relating to career and occupational choices beginning in kindergarten through 12th grade. The purpose of the grant is to offer college and career information and counseling to students in grades K-12 and their parents to consider opportunities in career and technical education (CTE) programs and to help develop pathways for students to gain skills and experiences that are aligned with high-demand, high-wage careers.



II. Southmoreland School District School Counselors and Assignments:

Sarah Whitacre	Primary Center / Grades K-1	279:1
Lisa Fratto	Elementary School / Grades 2 – 5	548:1
Heather Meyer	Middle School / Grades 6 – 8	411:1
Angela Selembo	High School / Grades 9 – 12 (A to K)	293:1
Andrea Hanford	High School / Grades 9 – 12(L to Z)	300:1

III. School-Counseling Department Mission Statement:

The Mission of the Southmoreland School Counseling department is to provide a comprehensive program addressing the academic, career and personal/social development of all students. The school counselors will work collectively and collaboratively with students, administrators, educators, parents and community leaders to provide students with the tools and knowledge necessary to be a productive member of society.



IV. Program Goals:

Academic	
Primary Center K-1	To assist students in learning how to become lifelong learners – set school expectations and promote school attendance.
Elementary 2-5	To help students understand the importance of being a responsible student (Pays attention, follows rules, completes work, etc.).
Middle School 6-8	To increase students' work completion in a timely manner. Completion of work equals no failures.
High School 9-12	To assist students in developing appropriate career paths for them and setting goals to achieve along their path to being contributing members of society.

Personal/Social	
Primary Center K-1	To assist students with self-regulation, problem solving skills, and how to identify and discuss feelings and emotions.
Elementary 2-5	To teach/help the students with issues that inhibit learning. To help the students be able to deal with their emotions.
Middle School 6-8	To reach and assist students that are in need by increasing communication with parents, teachers and services.
High School 9-12	To provide students and their families with the necessary skills to become healthy, productive members of society.

Career	
Primary Center K-1	To promote career awareness and explore career paths; starting the process of making connections to school and career.
Elementary 2-5	Introduce students to career readiness.
Middle School 6-8	To assist each student in cultivating a career and college ready focus by introducing them to interests and careers.
High School 9-12	To continue the work of K-8 in solidifying their Career Pathways and progress toward their next step of career, college and/or military.



V. Stakeholders:

Students:

Students will serve as valuable members of the K-12 advisory council as they will assist by providing a perspective from the student body. Student input will be a key component to helping us evaluate what is working and where improvement is needed. They will also be able to relay the interests of the student population as a whole which will assist us in improving and growing our program as needed.

Students from the middle school and high school will choose a representative from Student Council members to be part of the K-12 advisory committee. As changes are made throughout the program, these students will be instrumental in sharing the information with the student in their buildings.

Educators:

Educators will benefit both directly and indirectly from a comprehensive career plan through expanding their knowledge of current and future career trends.

Professional development activities will enable educators to discover careers (both current and future) that align with their content area. Educators will be provided with the PA Career Education and Work (CEW) Standards to incorporate into their lesson planning. Educators will learn how the School Counseling Department can assist with instructional practices for students to be better connected to local and national career-related resources.

These direct benefits will result in increased student engagement as students will be better able to identify parallels between the curriculum and their post-secondary plans/ Career Pathway.

Teachers, administrators, and school board members will be provided opportunities to learn about the Career Standards and career options available to students through their participation on the advisory council, information sessions during professional development days, the school counseling websites, and counselor driven presentations.

Teachers, administrators, and school board members will be members of the advisory council. They will support the school counseling program by being firm believers of the program's mission, goals, delivery, and role of the school counselor. As a result, they will help promote the school counseling program through classroom instruction, meeting with parents, students, community members, and post-secondary institutions, attending and participating in school counseling programs. Educators will also become advocates for our students by



working as a team to discover students' individual strengths and needs to prepare them to be successful learners. Lastly, they will serve on the K-12 advisory council.

Action Plan for Educators:

<i>BIG IDEA: SSD staff members will be provided with information, training and resources regarding the K- 12 Chapter 339 Comprehensive Counseling Plan as well as post-secondary options available for students.</i>					
Program Goal(s)	Standards to be Met	Grade Level	Activities, Interventions	Data	Timeline
During the upcoming school year, 75% of all teachers in the district will assist in career development plan artifact collection.	M 3, M 4, B-LS 7, B-LS 9, B-SS 3, 13.1.3.B, 13.1.5.B, 13.1.3.C, 13.1.3.D, 13.1.5.D, 13.1.3.E, 13.1.5.E, 13.1.3.F, 13.1.5.F, 13.1.3.G, 13.2.3.B, 13.2.5.B, 13.2.3.D, 13.2.5.D, 13.3.3.A, 13.3.5.A, 13.3.3.B, 13.3.5.B, 13.3.3.D, 13.3.5.D, 13.3.3.G, 13.3.5.G, 13.4.3.B, 13.4.3.C, 13.4.5.B, 13.4.5.C,	K-12	Delivery of career development artifacts via Xello (formerly Career Cruising)	Increased percentage of students that meet the PDE career standards benchmark to 80% from prior year.	Ongoing
To provide SSD staff with information, training and resources regarding career pathways.	13.1.3-11 D	K-12	Provide staff with specific career pathways available to high school students via the SHS Program of Studies and counseling websites for each building	# of teachers that receive information	Ongoing
	13.2.3-11 B	K-12	Provide staff with CEW Crosswalk Standards to increase career education components embedded in regular education courses.	# of staff that receive information	Ongoing

Parents/ Guardians:

SSD Parents will benefit from having a comprehensive career program as their children will receive comprehensive, coordinated service from K-12. This program will allow parents to help their children in preparing for the challenges they will face in the future job market/ work place. Parents/ guardians will be provided with information and resources to assist their children in the planning of current and future post-secondary goals. Through the efforts of the School Counseling Department, parents/ guardians will have the opportunity to access and collaborate with educators as well as outside services and resources.



Parents will be informed of opportunities and options for their child, so they can be advocates in communicating and encouraging existing opportunities to help their child in planning their future. Parents will be made aware of ongoing school counseling programs and services.

Parents will work with their child through parent conferences, advertisements, and school websites and school staff in an effort to increase awareness in academic course selections, college and career exploration, development and planning. Parents will also serve on the K-12 advisory council.

Action Plan for Parents:

<i>BIG IDEA: Improve the involvement of parents/ guardians in the development and implementation of the SSD K-12 Chapter 339 Plan.</i>					
Program Goal(S)	Standards to be Met	Grade Level	Activities, Interventions	Data	Timeline
In the upcoming school year, increase the number of parents responding to needs assessments to 25%.	M 3, M 4, B-LS 7, B-LS 9, B-SS 3, 13.1.3.G, 13.1.3.H, 13.1.5.G, 13.1.11.D, 13.1.11.G, 13.3.5.A, 13.3.8.A, 13.3.8.B, 13.3.8.F, 13.3.8.G, 13.3.11.C, 13.3.11.E, 13.3.11.G, 13.4.3.B, 13.4.11.B	K-12	Create and disperse a developmentally appropriate needs assessment to parents throughout the Southmoreland School District.	# of respondents	Ongoing
Increase parent knowledge of the Xello (formerly Career Cruising) career program to 100%.	M 4, B-LS 1, B-LS 7, B-LS9, B-SS 3, 13.1.8.D, 13.1.11.D, 13.1.11.F, 13.1.11.G, 13.2.8.B, 13.2.11.B	K-12	Increase communication to parents, students, staff, and parents regarding Xello (former Career Cruising)	Percentage increase of parents who access the parent portal.	Ongoing
To provide parents, and other stakeholders, with information regarding the comprehensive nature of school counseling, the 339 Plan, and post-secondary options	13.1.3-11 F, H	K-5 6-12	K-5: Counseling newsletter to ALL parents from the Counseling Department 6-12: Counseling and/ or main school website Display boards during Open House, Orientations, and other public events Provide resource center in each building with brochures, handouts and other literature promoting post-secondary options including career pathways available via CWCTC.	# of newsletters received via CSIU communication alerts log less bounce backs of non-deliverable # of presentations held # of displays # of materials taken out of resource center and on which specific options	Ongoing



Business and Community:

Local businesses and community organizations will benefit from SSDs comprehensive career program by working directly with the Southmoreland School District in developing the requisite skills that students need to excel in the workforce. In building these valuable partnerships and relationships with our students, local businesses and community organizations will assist in encouraging students to remain as members of the local labor force upon graduation from either high school or post-secondary learning or military service.

Business and community members will impact and benefit the program by introducing students to high priority occupations and job employability skills needed in the 21st century. Members of the community will also serve on the K-12 advisory council board. Business partners can offer job shadowing, volunteer, and co-op opportunities to students. Local companies can provide students with access to their facilities through tours and educational programming onsite. Guest speakers can offer insight into the job market and the soft skills needed to succeed in a career path.

Action Plan for Business and Community:

<i>BIG IDEA: To increase networking opportunities with community members and business will generate strong partnerships for staff and students.</i>					
<i>Program Goal(s)</i>	<i>Standards to be Met</i>	<i>Grade Level</i>	<i>Activities, Interventions</i>	<i>Data</i>	<i>Timeline</i>
To create networks that increase student and staff connections with business and industry along with community members.	M 3, M 4, B-LS 7, B-LS 9, B-SS3, 13.1.3.G, 13.1.3.H, 13.1.5.G,	K-12	Establish an Advisory Council with representatives from all stakeholder group	# of Advisory Council members and attendance at meetings	Ongoing
	13.1.11.D, 13.1.11.G, 13.3.5.A, 13.3.8.A, 13.3.8.B, 13.3.8.F, 13.3.8.G, 13.3.11.C, 13.3.11.E, 13.3.11.G, 13.4.3.B, 13.4.11.B	K-12	Increase the number of career speakers, job shadowing and/or internship participants, and attendance at post-secondary planning workshops/ fairs	# of speakers and participants	Ongoing



Post-Secondary:

Post-secondary stakeholder involvement allows for SSD student involvement and exposure to more and varied resources. This will further assist students in choosing to enter and remain in various post-secondary opportunities including, but not limited to, two-year and four-year colleges, technical and trade schools, apprenticeships, the workforce, or the military. These institutions will benefit from gaining students who have the emotional capacity and academic skills to be successful in their postsecondary environments due to a strong foundation created from this partnership reinforcing academic and career plans.

Post-secondary representatives will be connected to students at various levels at the Southmoreland School District. Students will be aware of various options after high school. Institutions can conduct recruiting visits and facilitate presentations regarding their institutions, meet and greet staff and faculty from these institutions at the university level, allow students and school staff to visit college campuses and interact with the college professors. Students will also participate in STEM at the Middle and High School Levels.

Representatives from post-secondary institutions from community colleges, four-year universities, and technical schools will become active members on the advisory council. They will help guide the school counseling program in the post-secondary education to help our students become more knowledgeable and prepared for post- secondary success.

Action Plan for Post-Secondary:

<i>BIG IDEA: To increase the overall knowledge of available post-secondary pathways for students to consider.</i>					
<i>Program Goal(s)</i>	<i>Standards to be Met</i>	<i>Grade Level</i>	<i>Activities, Interventions</i>	<i>Data</i>	<i>Timeline</i>
To increase students, parents, and staff awareness and knowledge of post-secondary options	13.1.3-11.C, 13.1.3-11.D, 13.1.3-11.E, 13.1.3-11.F, 13.1.3-11.H, 13.2.3-11.A, 13.2.3-11.B, 13.2.3-11.E, 13.3.3-11.A-G, 13.4.3-11.A-C	K-12	Increase communications using CSIU message center with alerts; open houses; and, scheduling fair highlighting two-year degree programs, technical and career schools, and apprenticeship programs	# of messages sent via CSIU communication alerts; attendance at open house and career fair	Ongoing
		K-12	Bring in career speakers for less familiar career pathways and careers	# of speakers and attendees per speaker event	Ongoing



VI. Role of the School Counselor: American School Counselor Association (ASCA)

In order to maintain a strong, responsive, and comprehensive K-12 counseling program, it is necessary that the specific roles and functions of a counselor are clearly defined. The responsibilities of a school counselor are, at most times, dynamic. School counselors have a unique responsibility in that they must promote, implement, and maintain the school district's comprehensive Counseling program, while simultaneously addressing, educating, and advocating for a large number of individual students. Not only are they expected to support students in their academic, personal/social, and career domains, but they must also act as an available resource for the parents, faculty, and school district at any given moment. School counselors act as leaders, advocates, collaborators, and agents of systemic change to assure that ALL students have the best possible school services to enable them to take advantage of future post-secondary opportunities.

As school leaders, counselors must work with students and all stakeholders to help fulfill the school district's mission. Through counseling students and families on academics, careers, and personal/social needs, school counselors collaborate with teachers and staff to help students work to attain their goals. As student advocates, counselors help students learn how to find and to utilize the resources to achieve success. Gathering and analyzing data to assess what current needs should be addressed is a primary focus of the School Counseling Department.

A professionally licensed/ certified counselor is held to many standards when employed by the Southmoreland School District. School counselors are required to hold a master's degree or higher in school counseling. They are also required to uphold the ethical codes and guidelines outlined by professional counseling associations, and act in accordance with relevant federal and state laws. Furthermore, counselors are required to uphold confidentiality, portray leadership skills throughout the student body and school organization, and ensure proper decisions are always made in light of advocating for the student.

According to the American School Counselor Association (ASCA), school counselors are considered agents of change, collaborators, and advocates. They must supply Foundation, Delivery System, Management System, and Accountability components as outlined in the ASCA Model. This process involves collecting and analyzing school district relevant data, implementing measures to facilitate positive growth and development, and maintenance of the established curriculum. The role of a school counselor is necessarily dynamic and should be treated as such when considering their outlined responsibilities.



As a Leader:

- Use data and teacher consultations to identify and remove barriers to student learning.
- Be responsible for developing, delivering, and evaluating the components of a comprehensive, counseling program for all students.
- Promotes safe learning environments for all students that are also welcoming
- Promote student success by working to close existing achievement gaps among all students
- Serves on school-based leadership/ school improvement teams related to the welfare of all students
- Engages educational community stakeholders in helping the school district with its academic mission
- Develops a system-wide advisory council to help all stakeholders understand and respond to the developmental needs of all students
- Uses data to evaluate and promote the school counseling program
- Modify the comprehensive K-12 Counseling Plan that follows PA Academic Standards for Career Education and Work (CEW)

As an Advocate:

- Create opportunities to support student learning for all.
- Ensure student success across the academic, personal/social career domains.
- Seek out professional development opportunities to enhance school counseling services.
- Provide equitable access to educational and career exploration opportunities for all students.
- Assist students by matching services with specific needs including, but not limited to, behavior support plans, academic support interventions, etc..
- Participate in parent-teacher meetings, student support / team meetings, IEP meetings including development, if applicable; 504 meetings, and other meeting and evaluation opportunities as applicable

As a Collaborator:

- Provide a comprehensive school counseling program that engages the educational community to ensure ALL students benefit from the program
- Share available resources with all stakeholders
- Work with school administrators' and teachers to make informed decisions concerning systemic or building needs.
- Provide parents with information that enhances and strengthens their child's academic, career success and personal development.
- Work with community agencies, businesses and higher education organizations to promote career and college readiness.



- Access professional development aimed at enhancing student success
- Actively serve on district and school committees as well as school leadership teams, as applicable
- Problem solve with the goal of moving forward in a positive, successful manner

As Agents of Systemic Change:

- Gather and review data to support the need for change.
- Remove any and all barriers to academic achievement.
- Implement support interventions needed to ensure all students graduate and prepared for college and career success.
- Connect the design, implementation, and management of the school counseling program to the mission of the school
- Identify and examine the critical data elements such as grades, test scores, attendance, promotion rates, special education enrollment, discipline, and referral data
- Narrow down which students are not succeeding by disaggregating the aforementioned data to discover populations with achievement gaps.
- Educate stakeholders as to the counselor's efforts to improve the data.
- Publicize the results of the effective school counseling program
- Partner in school improvement by conveying a willingness to be accountable for changing critical data elements.
- Create pro-social programs directed by the school district's counselors.
- Identify realistic goals and create action plans for students in collaboration with teachers and support teams.
- Develop intervention strategies through Positive Behavior Support Plans, Functional Behavior
- Consult with administration to bring about needed program changes



VII. Advisory Council Member Stakeholders (Subject to Change):

Name- Title	Stakeholder Group
Mrs. Sarah Whitacre	SPC Counselor, whitacres@southmoreland.net
Ms. Lisa Fratto	SES Counselor, frattol@southmoreland.net
Mrs. Heather Meyer	SMS Counselor, meyerh@southmoreland.net
Mrs. Andrea Hanford	SHS Counselor, hanforda@southmoreland.net
Mrs. Angela Selembo	SHS Counselor, selemboa@southmoreland.net
Mr. Larry Ansell	High School STEM Teacher, Parent & Community Member, anselll@southmoreland.net
Mr. Daniel Boring	High School Physical Education Teacher, Athletic Director, Parent & Community Member, boringd@southmoreland.net
Mrs. Morgan Coleman	Third Grade Teacher, Parent & Community Member, colemanm@southmoreland.net
Mr. Jay Elder	CWCTC Representative, JElder@cwctc.org
Mrs. Michelle (Etling)Adams	WCCC Admissions Coordinator, 724-925-4000, etlingmi@westmoreland.edu
Mrs. Gwen Schoaf	Admissions Counselor – Penn State Fayette gschoaf@psu.edu ; 724-430-4175
Ms. Katie Bishak	Triangle Tech
Mr. Bob Allison	Pittsburgh Institute of Aeronautics (PIA), RAllison@pia.edu
Mrs. Kristi Smith	High School and Middle School Parent, Community Member, Board Member
Mrs. Brenda Cottom	High School Parent, Community Member
Jim McDowell, Manufacturing Manager	Penn State Tool & Die Corporation
Jim Jacquillard	Graft-Jacquillard Funeral & Cremation Services, Inc.
Jeff Wishhart, Owner	Wish's Bar & Grill
Dave Mardis, Owner	Miss Martha's Floral
TBD	Middle School Student
TBD	Middle School Student
TBD	High School Student
TBD	High School Student

1st Proposed Meeting Dates: February 2023



VIII. K-12 School Counseling Calendars:

*Note: Activities are color coded to indicate which domain the services provided relate: **Green = Academic**, **Yellow = Personal/Social**, **Blue = Career related activities**, and **Black = Activities that address multiple domains***

Counselor Related	ONGOING MONTHLY COUNSELOR ACTIVITIES			
	Primary Center K-1	Elementary Grades 2-5	Middle School Grades 6-8	High School Grades 9-12
	Monitor Student Progress & Attendance	Participation in building and district level committees & Crisis Intervention	All Buildings complete paperwork for students/families in a homeless situation	Attend SAP weekly meetings and manage cases assigned Crisis Response
	Attend IEP and GIEP team meetings	Attend IEP/RR and GIEP team meetings & complete academic screenings.	1:1 meetings with students Crisis response	Mail Transcripts / complete College Applications
	Learning Support and Gifted Support Student Screenings	Facilitate student concern meetings	Coordinating parent/ teacher conferences	Attend IEP/GIEP meetings
	Develop, distribute and/or modify 504 Service Agreements	Coordinate E-SAP weekly meetings	Write 504 Plans	Schedule Military representative visits
	Collect Data for Screenings, OT/PT referrals during classroom observations KBIT2, WRAT	Facilitate bi-weekly social skills group/Reading Eggs and Study Buddies	Chair weekly SAP meetings Chair Student Concerns Meetings	Schedule College admissions representative visits
	Coordinate the (ESAP) Student Assistance Team Meetings	Complete student forms for athletic and academic awards	Attend Core Academic Team meetings	Complete Letters of Recommendation Oversee Scholarships
	Facilitate student concern meetings	Update office records of legal documents	Consult and Collaboration with outside agencies	Facilitate group counseling sessions, as necessary
	Classroom Lessons	Update office records of medical documents	LS/Gifted Screening and required paperwork	Short-term individual counseling within school-appropriate boundaries and topics
	1:1 student counseling	Develop, distribute and/or modify 504 Service Agreements	Attend County Counselors' Meetings	Facilitate Parent- Teacher meetings
	Group Sessions/Lunch Bunch			
	Consultations with parents/staff	Use technology to analyze, interpret and predict student success	Respond to parent phone calls and emails	Collaborate with Administrators
	Consult and Collaboration with outside agencies		Actively participate in District and Building committee meetings	Classroom student observations
	Complete Social Security Forms	Develop, distribute and monitor implementation of behavioral intervention plans (ex. travel cards, behavior charts, check-in/ check-out cards, etc.)	Complete Outgoing information for transition of students to another school	Coordinate information flow with outside agencies
	Attend County Counselors' Meetings			Review Quarterly senior grades
	Coordinate Super Scottie Awards	Individual student observations	New student record review and scheduling	Generate a watch list for monitoring students in jeopardy of not graduating. Inform parents of status.
	Attendance Conferences	Distribute, collect individual student checklists/ rating scales for outside agencies	Athletic Eligibility	Attend department meetings as appropriate/ requested.
	LS/Gifted Screening and required paperwork	Participation in professional development	Meet with failing students	Consult with teachers
	Career Day		Attendance Conferences	Participate in WSCA meetings, College & Career Fairs
	Career Lessons			



Non Counselor Related

Per ASCA
Recommendations

Cover classes when short substitute teachers	Coordinating paperwork and data entry of all new students	SAC - PSSA Test inventory, preparation, and packaging for shipment. Keystone Test inventory, preparation, and packaging for shipment.	SAC - Keystone Test inventory, preparation, and packaging for shipment
Bus Monitoring & Discipline	Coordinating cognitive, aptitude and achievement testing programs	Arrange and monitor Make-up test sessions	Lunch Duty
Bus/Hall/Cafe Duty	Lunch duty	Athletic Eligibility	Make-up Test coordination
	SAC – School Assessment Coordinator - Standardized Testing preparation and Make-ups		AM/PM Bus Duty
			Advanced Placement Coordinator
			PSAT Coordinator
			ASVAB Coordinator
			Cover classes when short substitute teachers

School Assessment Coordinator (SAC) Responsibilities – consumes 25-30% of working hours. Update database with results; make lists for room assignments; enter PIMS status twice per year; label tests; coordinate learning support accommodations; train of Keystone proctors; monitor make-up sessions; package and return tests to District Assessment Coordinator



Monthly School Calendars

AUGUST

	SPC	SES	SMS	SHS
Academic	Kindergarten Orientation Registration and placement of new students Make-Up Screenings for Kindergarten Readiness Share transition data with staff 504 Service Agreements	Student orientation Kindergarten orientation 504 Plans	6 th grade orientation Registration and scheduling of new students Annual review of existing 504 plans Summer school credit	Schedule adjustments Schedule new students; review of their records Review summer credit recovery completed Transcript reviews for each student ACT/ SAT test dates shared Order of ACT/ SAT study materials Order PSAT materials and study guides Freshmen and New Student Orientation Consult with staff about student placement, IEPs, 504s
Personal/ Social	SAP Orientation New Student Orientation	SAP Orientation New Student Orientation	SAP Orientation New Student Orientation	SAP review
Career	Create Career Files Review of upcoming year's career plan and activities	Transition of career files Review of upcoming year's career plan and activities	Transition of career files Review of upcoming year's career plan and activities	Review of upcoming year's career plan and activities Update Google Classrooms: scholarships; ACT/ SAT test dates; college visits; NCAA; etc. Post brochures from post-secondary schools outside counseling office, in Google Classrooms Work Release approvals



SEPTEMBER

	SPC	SES	SMS	SHS
Academic	Open House New Student Orientations	Open House Benchmark Testing	Open House Schedule Changes New Student Orientations Academic Support checks	Open House Schedule Changes New Student Orientation Process CWCTC late applications and/ or program changes Transcript reviews
Personal/ Social	Super Scottie Award - Responsibility Intro to School Counselor lessons with K & 1 Student Support Meetings SAP Review	Red Ribbon Week set-up and actual week New student group meeting Outdoor Odyssey visits Student Support meetings with staff	Red Ribbon Week set-up and actual week SAP Student Support Meetings	SAP review of previous year's roster
Career	Career Lessons	Counselor Introduction: 2 nd grade Career Lessons	Schedule Career Presentations Review career folders form SPC	Open House WSCA College & Career Fair Career Lessons Plan PHEAA Financial Aid with MPSD Post-secondary meetings with seniors (History class)



OCTOBER

	SPC	SES	SMS	SHS
Academic	Classroom presentations Review of academic concerns	Academic review	Academic Support Checks Progress Reports Parent-Teacher Conferences	PSAT testing (Juniors) ASVAB (sophomores & any interested junior or senior) Work Release check-in's Progress Reports
Personal/ Social	Super Scottie Award (Respect) SAP Student Support Meetings Red Ribbon Week	Honor Roll and Attendance Awards SAP Student Support meetings with staff	Red Ribbon Week Say NO to Drugs and Alcohol SAP Student Support Meetings	SAP
Career	Fire Station Visit: Grades K&1	3 rd Grade Visit: Landfill Fire Station Visit: 2 nd grade	Career Lessons	Career Lessons Schedule College rep visits on-site Process college applications, letters of recommendations Classroom presentations: academic and career plan (ACP) PHEAA Financial Aid Night ASVAB (sophomores & any interested junior or senior)



NOVEMBER

	SPC	SES	SMS	SHS
Academic	Parent-Teacher Conferences Review student academic progress Consult with teachers regarding students of concern	Parent-Teacher Conferences Grade reviews	Parent-Teacher Conferences Academic support checks	Parent-Teacher Conferences MP1 ends Review grades, check for failing grades Meet with students, parents ID students needing additional academic support Keystone Exam prep
Personal/ Social	Supper Scottie Award (Caring) – November/ December Combined SAP View ongoing activities Student Support Meetings Thanksgiving Meals	Food for Feathers Thanksgiving Meals View ongoing activities Student Support meetings with staff	SAP View ongoing activities Student Support Meetings	SAP View ongoing activities
Career	Career lesson	School rules and how they apply Career lessons	Career lessons	Career lessons Continue scholarship offerings Continue college rep visits



DECEMBER				
	SPC	SES	SMS	SHS
Academic	Progress Reports Consult with staff re: academic concerns	Benchmark testing Progress reports	Start PSSA prep Progress reports	Keystone Exams: Wave 1 Progress reports Begin Program of Studies for next year
Personal/ Social	Assist in coordinating community holiday resources Super Scotties Award (Caring) – November/ December SAP WSCA School Counselor's Meeting Student Support Meetings	Christmas Outreach Christmas Meals WSCA School Counselor Meeting Student Support meetings with staff	SAP Christmas Outreach WSCA School Counselor Meeting Student Support Meetings	SAP WSCA School Counselor Meeting
Career	Officer Phil Assembly	Officer Phil Career Lessons	Career Lessons	Career Lessons College applications Letters of recommendation



JANUARY

	SPC	SES	SMS	SHS
Academic	Review and Monitor Grades	Grade review PSSA training Great Scots Award (Considerate) Honor Roll/ Attendance	Coordinate PSSA Exam materials	Keystone Exams: Wave 1/ Algebra MP2 grade reviews Adjust schedules for semester classes
Personal/ Social	Supper Scottie Award (Determination/ Hard Work) SAP Student Support Meetings	SJWA Outreach (coats, hats, gloves) Initiate 1-2 nd grade Pen Pals Student Support meetings with staff	SAP Student Support Meetings	SAP
Career	Career Lessons	Career Lessons Field trip to Turner Dairy	Career Lesson	Career Lessons Begin scheduling for next year Update NCAA portals with transcripts College applications Letters of recommendations



FEBRUARY				
	SPC	SES	SMS	SHS
Academic	Review academic progress Consult with teachers of students of concern - discuss possible retentions	PASA and PSSA testing preparation Benchmark testing	Report card review; send potential failure notices Individual meetings with students earning a 69% or below Assist with 8 th grade scheduling for SHS Keystone Test prep Finalize PSSA testing Progress Reports MP3	Mail/Upload mid-year transcripts for college applicants Class presentations for scheduling of classes next year
Personal/ Social	SAP Student Support Meetings	SAP Student Support meetings with staff	SAP Student Support Meetings	SAP
Career	Career lessons	Career lessons	Career lessons	Scholarships Career lessons Introduce new courses and their relation to career pathways



MARCH				
	SPC	SES	SMS	SHS
Academic	Kindergarten Registration Kick- Off for next year	PSSA test prep PASA test prep Honor Roll/ Attendance Reward	Review student class placements for SHS rising 9 th graders; forward to SHS Coordinate PSSA testing process Review for potential failed courses	Review current grades Monitor At-Risk students
Personal/ Social	Super Scottie Award (Trustworthy) SAP Student Support Meetings	SAP Student Support meetings with staff	SAP Student Support Meetings	SAP Continue to monitor at- risk students
Career	Career Lesson	Presentation on Career/ School responsibilities and Dream Job Education	Career lessons	Career lessons



APRIL				
	SPC	SES	SMS	SHS
Academic	Review individual students for possible additional remediation Consult with teachers	PSSA testing	PSSA testing Address likely course failures Review individual student records for approved course placement	ACT/ SAT dates AP exam preparation Keystone Exam preparation Class Day preparation Focus on senior "watch list" students Senior Scholars Banquet
Personal/ Social	Super Scottie Award (Fairness) SAP Student Support Meetings	SAP Easter Meals Student Support meetings with staff	SAP Student Support Meetings	SAP 9th grade health classes: focus on social- emotional topics via The Blackburn Center, SVDAS, PA State Police
Career	SPC Career Day K & 1	Career lessons	Career lessons	Career lessons Class Day preparation Scholarships College & Career Fair



MAY				
	SPC	SES	SMS	SHS
Academic	Kindergarten screenings	Kindergarten screening Benchmark testing	Review individual student records for approved course placement Keystone Exam prep Keystone Exams (3 rd week) Continue work with potential course failures Explore summer school options	AP Exams (1 st 2 weeks) Keystone Exams (2 nd 2 weeks) Class Day Scholars Banquet Counsel students/families on course failures; credit recovery options Monitor seniors currently completing credit recovery for graduation
Personal/ Social	Rising 1 st Grade to 2 nd Grade Transition Tour to SES Super Scottie Award (Friendship) Student Support Meetings	1 st Grade tours Rising 5 th to 6 th grade Transition tour to SMS Student Support meetings with staff Outdoor Odyssey applications	Finalize SAP for the year; conduct EOY review Rising 6 th graders tour SMS from SES Student Support Meetings	Finalize SAP for the year; conduct EOY review WCSA Counselor Year-End Meeting Rising 9 th graders tour SHS from SMS
Career	Career lessons	Career class presentation Finalize PDE Career Benchmarks	Assist with Career Day Career lessons Ensure completion of career files for SHS/ rising 9 th graders Finalize PDE Career Benchmarks	Senior Survey Finalize PDE Career Benchmarks



JUNE				
	SPC	SES	SMS	SHS
Academic	<p>Complete Master Classroom Schedule</p> <p>Make-up Kindergarten Screenings</p>	<p>Assist in student placement</p>	<p>Summer school placement in students</p> <p>Review individual student records for appropriate placement</p> <p>Send failure letters to parents</p> <p>Transfer 8th grade Academic Files to HS</p>	<p>SAT test date</p> <p>Address final failing grades for underclassmen w/ credit recovery options</p> <p>Contact parents/guardians re: failed courses, credit recovery options</p> <p>Preview Master Schedule, if available</p> <p>Continue to monitor student status seniors in credit recovery options</p>
Personal/ Social	<p>SAP state reporting</p>	<p>SAP state reporting</p>	<p>SAP state reporting</p> <p>Review 8th Grade students advancing to HS with HS Counselors</p>	<p>SAP state reporting</p> <p>Update website and Google Classrooms with resources for summer learning and social-emotional assistance</p>
Career	<p>Forward career files to SES</p> <p>Xello modules available to students for work over the summer if they have not yet completed them</p>	<p>Forward career files to SMS</p> <p>Xello modules available to students for work over the summer if they have not yet completed them</p>	<p>Forward career files to SHS</p> <p>Xello modules available to students for work over the summer if they have not yet completed them</p>	<p>Return career files to those seniors wanting them</p> <p>Document completion of artifacts for back-up</p> <p>Xello modules available to students for work over the summer if they have not yet completed them</p>



IX. PROGRAM DELIVERY SYSTEM:

Primary Center (K-1)

Counseling Curriculum Provides developmental, comprehensive Counseling program content in a systematic way to all students pre K-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 <ul style="list-style-type: none"> • Create Homeroom Rosters • Open House • New Student Orientation • 1st Grade Transition Tour • Review available student data 	Academic <ul style="list-style-type: none"> • Kindergarten Registration • Kindergarten Screenings • Kindergarten Orientation (3 Days) • First Grade Transition Tour • Monitor Progress Reports • Monitor and Address Student Attendance • Facilitate SAP Meetings • Facilitate Parent/Teacher Meetings as needed • Homeless Referrals 	Academic <ul style="list-style-type: none"> • 504 Plans • Attend Early Intervention Meeting • Attend IEP Meetings • New Enrollments • Discuss Retention Candidates • Schedule Retention Meetings • Consult with teachers regarding individual students • Contact Parents regarding academic concerns 	Academic <ul style="list-style-type: none"> • Student Support Meetings • Advisory Council • 504 Plan Meetings • IEP Meetings • Early Intervention Meetings • SAP Meetings • Homeless Referrals • OT/PT Referrals • Parent Contacts • Teacher Consultation • Principal Consultation • Super Scottie Program
Career <ul style="list-style-type: none"> • Career Day • Fire Station Visit • Career Lessons • Implement Xello Lessons 	Career <ul style="list-style-type: none"> • Career Lessons • Career Visitors 	Career <ul style="list-style-type: none"> • Career Lessons • Career Day 	Career <ul style="list-style-type: none"> • Xello lessons



Personal/Social <ul style="list-style-type: none"> • Monthly Counselor Lessons • Red Ribbon Week • 1st Grade Transition Tour 	Personal/Social <ul style="list-style-type: none"> • 1:1 Counseling • SAP • Homeless Referrals • Crisis Intervention • CYS Referrals • Attendance Review • Coordinate with outside agencies • Consult with teachers 	Personal/Social <ul style="list-style-type: none"> • Small groups • Teacher consultation • 1:1 Counseling • Parent Meetings • Student Support Meetings • Truancy Referrals 	Personal/ Social <ul style="list-style-type: none"> • SAP • Blackburn Center (TBD)
Percentage of Time 25%	Percentage of Time 21%	Percentage of Time 23 %	Percentage of Time 31 %



Elementary (2-5)

Counseling Curriculum Provides developmental, comprehensive Counseling program content in a systematic way to all students pre K-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 <ul style="list-style-type: none"> Assist in placing students 	Academic <ul style="list-style-type: none"> ESAP Kindergarten Screening Kindergarten Orientation First and Fifth Grade Transition Tour Execute the tutoring Program Study and Organization Skills Reading Eggs Study Buddy Study Island Benchmarking testing 	Academic <ul style="list-style-type: none"> Student Placements Student Observations Academic Screenings 504 plans 	Academic <ul style="list-style-type: none"> Student Support Meetings ER/IEP Meetings as Acting LEA ESAP Coordinator Academic Reviews New Entrants – Contact previous school, review records and placement Review Withdrawals Psychological and behavioral referrals Coordinate Special Education Testing Consult with School psychologist, administrator, teachers and parents Write , update and attend parent meetings for 504 plans OT/PT Referrals Parent Teacher Conferences Parent meetings/phone calls Organize the Tutoring Program Communication with Outside Agencies (is. Foster Care, CYS, Therapists) Academic Review PASA Coordination PSSA Coordination



Career <ul style="list-style-type: none"> School/Career Responsibilities class 	Career <ul style="list-style-type: none"> Officer Phil 3rd grade visit to the Landfill 2nd grade visit with the fire department Turner Dairy Farm visit 	Career <ul style="list-style-type: none"> Introduce career concepts 	Career <ul style="list-style-type: none"> Oversee career artifact completion Implement Career Cruising lessons
Personal/Social <ul style="list-style-type: none"> Open House Red Ribbon Week Food for Feathers SJWA Jackets, glove, hats outreach 	Personal/Social <ul style="list-style-type: none"> 1:1 Counseling Intro to School Counselor for 2nd Grade New Student gathering and care package Small group counseling De-Escalating students Food Backpack program Holiday needs program Homeless Referrals Peer mediation Character Education New Student Orientation Outdoor Odyssey visits/applications Holiday Meals 1st-2nd grade pen pal letters 5th-6th grade pen pal letters 1st grade tours SES 5th grade tours SMS 	Personal/Social <ul style="list-style-type: none"> Counsel students on Attendance issues Counsel students on behavioral issues Crisis Intervention Grief Counseling Program Behavior Modification 	Personal/ Social <ul style="list-style-type: none"> Counsel students on Attendance issues Counsel students on behavioral issues Crisis Intervention Grief Counseling 1:1 Counseling
Percentage of Time 7 %	Percentage of Time 24%	Percentage of Time 33 %	Percentage of Time 36 %



Middle School (6-8)

Counseling Curriculum Provides developmental, comprehensive Counseling program content in a systematic way to all students pre K-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students 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 <ul style="list-style-type: none"> • New Student Orientation • Scheduling • Orientation for 5th grade students entering 6th grade • Open House 	Academic <ul style="list-style-type: none"> • Facilitate Parent/Teacher/Student Meetings • Student Concerns Meetings with Teachers • KBIT for Learning Support and Gifted Screenings • Administering PSSA Make-ups • Consultation with teachers, administrators and support staff • Facilitate SAP Meetings • One on One Counseling • Classroom Observations if Needed • Academic Support Checks • Homeless Referrals 	Academic <ul style="list-style-type: none"> • Student Schedules • KBIT for Learning Support and Gifted Screenings • Work with Students in danger of failing. • Contact parents of students whom are having academic difficulty • Assist with Summer School Information and credit. • Individual counseling for grades, study skills and organization. • Attend NHS Induction • IEP Meetings • New Enrollments • 504's • Academic File Review 	Academic <ul style="list-style-type: none"> • New Student Registrations • Student Withdrawals • Consult w/Administration, School Psychologist, School Nurse, School Staff and Outside Agencies • Parent Meetings • Coordinate Outside Agency Presentations • Prepare and send possible failure letters. • Parent/Teacher Conferences • Open House • Assist with Career Day • SAP Meetings
Career <ul style="list-style-type: none"> • Career Day • Open House • CWCTC Presentations 	Career <ul style="list-style-type: none"> • Assist at Career Day • Interest Inventories and Outcomes • Impact of grades towards careers perspective. 	Career <ul style="list-style-type: none"> • Assist with Career Day • Individual Meetings • Ensure Xello lessons are complete 	Career <ul style="list-style-type: none"> • Implement Career Cruising program with fidelity



Personal/Social <ul style="list-style-type: none"> • Schedule SVCPP Project Alert • 5th Grade Transition Tour • 8th Grade Transition Tour • Coordinate Red Ribbon Week 	Personal/Social <ul style="list-style-type: none"> • SVCPP At-Risk Consultation • One on One Counseling • SAP Meetings • Consultation With Teachers • Coordinate with Outside Agencies • Homeless Referrals • Crisis Intervention • Attendance Review • CYS Referrals • Student Assistance Program 	Personal/Social <ul style="list-style-type: none"> • One on One Counseling • Parent Meetings • Consult with Teachers • Coordinate with Outside Agencies • Student Concerns Meetings • Run SAP Meetings • Outside Agency Referrals • Assist with Truancy Concerns • Teacher Consultations 	Personal/ Social <ul style="list-style-type: none"> • Social-emotional presentations with The Blackburn Center, SVPPDA
Percentage of Time 26 %	Percentage of Time 15 %	Percentage of Time 28 %	Percentage of Time 31 %



High School (9-12)

Counseling Curriculum Provides developmental, comprehensive Counseling program content in a systematic way to all students pre K-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 <ul style="list-style-type: none"> Classroom presentations for scheduling Financial Aid Night ASVAB PSAT New Student Orientation Scheduling Open House 	Academic <ul style="list-style-type: none"> Credit Recovery classes Grade level teams Progress Reports Correlate grades with careers 	Academic <ul style="list-style-type: none"> IEP Meetings New enrollments Schedule changes Scholarships Credit Recovery Advising Address year end failures Parent meetings 	Academic <ul style="list-style-type: none"> Scottie Scholars of the Month Scholars Banquet Class Day



Career <ul style="list-style-type: none"> • Xello activities conducted during History classes • College & Career Fair • CWCTC Presentations 	Career <ol style="list-style-type: none"> 1. Xello activities conducted during or History classes 	Career <ul style="list-style-type: none"> • Xello Activities conducted during History classes 	Career <ul style="list-style-type: none"> • Xello activities conducted during History classes • College & Career Fair with community members, colleges/ universities, local employers, military, etc.
Personal/Social <ul style="list-style-type: none"> • Project ALERT (PE class) • Internet Safety Presentation (State Police) • Blackburn Center presentations on safety, relationships, body awareness, boundaries, etc. 	Personal/Social <ul style="list-style-type: none"> • SVCPP At-Risk Consultation and Referral; Interventions services • 1:1 counseling, as appropriate for school setting • SAP • Coordinate with teachers • Coordinate with outside providers 	Personal/Social <ul style="list-style-type: none"> • 1:1 Counseling • Parent/ Teacher Meetings • Teacher consultation • Coordinate with outside services 	Personal/ Social <ul style="list-style-type: none"> • Complete Homeless paperwork • Consult with School Psychologist, Director of Special Education, special education teachers, staff, outside agencies, nurse, etc. • Parent-Teacher Meetings • Assist with Truancy Elimination Plans and concerns • Advocate for students
Percentage of Time 30%	Percentage of Time 25%	Percentage of Time 25%	Percentage of Time 20%



XI. CAREER RESOURCE LIST:

Resource Types	List Resources
Organizations/Agencies	
Intermediary Organizations	Westmoreland Career & Technology Center, Westmoreland County Community College, Excelsa Health, Scottdale Borough Police/State Police, Westmoreland/Fayette County Forum for Work Force Development
Umbrella Organizations	Westmoreland Chamber of Commerce, Rotary, United Way, Private Industry Council (PIC), Lions, Kiwanis, Scottdale Chamber of Commerce
Community/State Agencies	Career Link, Westmoreland/Fayette Workforce Investment Board (WIB), Office of Vocational Rehabilitation (OVR), Job Corps, United Way, Crime Victims Center, Southwestern PA Human Services, Westmoreland/Fayette Child and Youth Service, George Junior Republic, Westmoreland Case Management, Westmoreland Transition Council
Networking Opportunities	
Individual Contacts	<p>Scottdale Bank and Trust – 724-887-8330 Westmoreland Career and Technology Center – 724-925-3532</p> <p>Jonathan Warner, PHEAA: 717-678-9695 Jonathan.Warner@pheaa.org</p> <p>Randy Williams, University of Pittsburgh – 412-826-3531</p> <p>Donna Edmonds, Saint Vincent College - 800-782-5549 Donna.edmonds@stvincent.edu</p> <p>Jason Vallozzi, Triangle Tech – 412-359-1000</p> <p>Vincent Gratteri, Pittsburgh Technical Institute – 412-809-5100 Jackie</p> <p>Boyd-Garbett, Bradford School – 412-391-6710</p> <p>Bea Jarbic, Mt. Pleasant YMCA – 724-547-9622</p> <p>Michelle Etling-Adams, WCCC – 724-925-4058</p> <p>Paul Pattera, Independent-Observer – 724-887-6101 ppattera@independent-observer.com Staff</p> <p>TSergeant Mikhail Sakhvadtye, U.S. Air Force – 724-454-2716 mikhail.sakhvadtye.1@us.af.mil</p> <p>Staff Sergeant Thaine Martin, U.S. Marines – 724-244-3998, Thaine.Martin@marines.usmc.mil Staff</p> <p>Sergeant Frank Molinaro, U.S. Army – 724-438-1121 Frank.Molinaro@goarmy.com</p>
Community/Business Meetings	Rotary Meetings, Chamber of Commerce, Westmoreland County School Counselors Association Meetings,
Community Events	Scottdale Fall Festival, Westmoreland County Fair, Take Your Child to Work Day, Westmoreland Arts & Heritage Festival, Job Fairs, College Fair at WCCC, Financial Aid Night, Connellsville Career Job/Fair
Online/ Onland	
Internet Based Links	Xello, PA Career Zone, PA Workforce Development (PA CareerLink), O-net, College Board, My Big Future, PHEAA.org
Media/Advertising	Independent Observer, Tribune Review, Daily Courier, Channel 39, Scottie Channel, District Website, Remind App, Text Blasting
Publications/Documents	Primary Center Monthly Newsletter, Elementary Monthly Mutt, High School Tam O'Shanter, literary magazine Calliope



XII. Individualized Academic/Career Plan:

Sample Curriculum Action Plan: K-1 Grade (SPC)

<i>Lesson/ Program Content</i>	<i>ASCA Mindset/ Behavior CEW Standard PA Career Ready Skill</i>	<i>Curriculum & Materials</i>	<i>Start & End Dates</i>	<i># of Students Affected</i>	<i>Location</i>	<i>Evaluation & Assessment</i>	<i>Stakeholder Teaching Standard</i>	<i>Contact Person</i>	<i>Indicators</i>
Tattling v. Reporting	B-LS 1, B-SMS 1, BSMS 4, B-SS 2, B-SS 5, B-SS 8, B-SS9, 13.2.3.E, 13.3.3.A, 13.3.3.B, 13.3.3.C, A.PK-K.2, A.PK-K.3, B.PK-K.1, B.PK-K.3, B.PK-K.4, C.PK-K.1	Don't Squeal Unless It's A Big Deal" by Jeanne Franz Ransom "Armadillo Tattletale" by Hellen Kettelman	MP1 – MP2	285	SPC Classrooms	Informal observation Question and Answer Teacher feedback	SPC Counselor, S. Whitacre	S. Whitacre	% of students present for lessons
Feelings	B-SMS 2, B-SS 1 B-SS 2, B-SS 3, B-SS 5, B-SS 8, B-SS 9, 13.1.3.A, 13.1.3.B, 13.3.3.A, A.PK-K.1, A.PK-K.2, A.PK-K.3, A.PK-K.4, C.PK-K.3	A variety of feelings books, posters, charts, coloring pages	MP1 - MP4	285	SPC Classrooms	Informal observation Question and Answer Teacher feedback	SPC Counselor, S. Whitacre	S. Whitacre	% of students present for lessons



Sample Curriculum Action Plan: 2-5 Grade (SES)

Lesson/ Program Content	ASCA Mindset/ Behavior <i>CEW Standard</i> PA Career Ready Skill	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation & Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Accepting others, Friendship, positive relationships , bullying	B-SMS 2, B-SMS 9, BSS 2, B-SS 4, B-SS 5, B-SS 9, 13.3.3.A, 13.3.3.B, 13.3.3.C, A.1-5.3, B.1-5.1, B.15.2, B.1-5.3, B.1-5.4, C.1-5.1, C.1-5.2, C.15.3	Counselor created and TPT materials	MP2 – MP4	615	SES Classrooms , Counselor Office	Informal Observations Teacher Feedback	SES Staff SES Counselor	Lisa Fratto	% of students present for lessons # of incidents listed as bullying decreased from previous year data



Sample Curriculum Action Plan: 6th- 8th Grade (SMS)

Lesson/ Program Content	ASCA Mindset/ Behavior <i>CEW Standard PA Career Ready Skill</i>	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation & Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Counseling Services Introductory Lesson	B-LS 4, B-LS 6, B-LS 8, B-SMS 1, B-SMS 2, BSMS 6, B-SMS 8, B-SS 3, B-SS 5, 13.1.8.F, 13.3.8.A, 13.3.8.C, 13.3.8.E,	Counselor developed and/ or procured materials	MP1	165, Grade 6	SMS Classroom SMS Counseling Office	Teacher Observation Increase in # of student visits from previous year data	SMS Counselor	H. Meyer	% Career Standards Benchmark
Career Initiation Lesson	B-LS 6, B-LS 7, B-LS 9, B-SMS 4, B-SMS 5, 13.1.8.A, 13.1.8.B, 13.1.8.C, 13.1.8.D, 13.1.8.E, 13.1.8F, 13.2.8.B	Holland Inventory Xello lessons	MP1 – MP4	450 Grade s 6-8	SMS Classrooms SMS Counseling Office	CEW Artifacts in Xello	SMS Counselor SMS Explorations Teacher	H. Meyer	% Career Standards Benchmar k



Sample Curriculum Action Plan: 9th – 12th Grade (SHS)

Lesson/ Program Content	ASCA Mindset/ Behavior CEW Standard PA Career Ready Skill	Curriculum & Materials	Start & End Dates	# of Students Affected	Location	Evaluation & Assessment	Stakeholder Teaching Standard	Contact Person	Indicators
Freshmen Meetings	M 3, M 4, B-LS 3, B-LS 6, B-LS 10, B-SMS 5, B-SMS 10, B-SS 1, BSS 3, 13.1.1.B, 13.1.1.H, 13.3.11.A, 13.3.11.6, A.9-12.4, B.9-12.1, B.9-12.4	Counselor developed and/ or procured materials	September	Entire 9 th Grade	SHS 9 th Grade English Classrooms	Freshmen Survey results and completion	SHS Counselors	A. Selembo A. Hanford	% of surveys completed
PSAT Results Interpretation	M 2, M 4, M 5, B-LS 6, B-LS 9, 13.1.11.F, 13.1.11.H, A.9-12.2, A.9-12.4, C.9-12.3,	College Board PSAT materials	January	Entire 11 th Grade	SHS 11 th Grade History Classrooms	N/A	SHS Counselors	A. Selembo A. Hanford	% of students taking SAT % of students choosing post-secondary education



XIII. Career and Technical Center Strategy:

Central Westmoreland Career and Technology Center (CWCTC) currently affords our students the following opportunities to learn about the various programs and opportunities available to them. Students are able to begin attending CWCTC in 10th grade.

Southmoreland High School, Grades 9-12:

- o January/ February: Applications are processed and forwarded to CWCTC. Counselors assist students and parents/ guardians with help in completing applications as well as completing the application itself. Paper copies are available in the counseling office and must be returned to the counseling office for processing.
- o February: SHS school announcements are made daily regarding the CWCTC Open House for prospective students and parents/ guardians to attend. Lawn signs provided by CWCTC are placed outside the Southmoreland High School at the entrance/ exits.
- o April/ May: Students and parents/ guardians are notified of acceptance into specific programs or of waitlist status.
- o Yearly: Information is shared with students, parents/ guardians, staff, and community members through communication alerts, website postings and other means. Means are continually changing to boost the impact and number of stakeholders receiving the information.
- o Yearly: Information is shared with SHS staff members to improve career awareness and career pathway selection with students including student case managers.

Southmoreland Middle School:

- o Yearly: Information is shared with students, parents/ guardians, staff, and community members through communication alerts, website postings and other means. Means are continually changing to boost the impact and number of stakeholders receiving the information.
- o Yearly: Information is shared with SMS staff members to improve career awareness and career pathway selection with students including student case managers.
- o Yearly: Provide program flyers as requested.



STUDENT AWARENESS of CWCTC Strategy:

<i>Grade Level</i>	<i>Intervention/ Program/ Events</i>	<i>Stakeholder Delivering</i>	<i>Data Used/ Success Indicator</i>	<i>Begin & End Dates</i>	<i>Contact Person</i>
8	Program Presentation: Overview	CWCTC Representative	Survey/ % of students expressing Interest CWCTC Introductions	March	CWCTC Representative H. Meyer Explorations Teacher
9	Program Presentation: In-Depth	CWCTC Representative	# of students sign up for tour	December	Administration
9	Tour of CWCTC	CWCTC	# of students attending tour	January	Administration
9-12	Information Dispersal	SHS	All students 9-12 will be introduced to CWCTC programs and benefits; interested students after the initial introduction will receive further information; information always available on SHS Counseling website	Ongoing	Administration, Counseling Staff

PARENT AWARENESS of CWCTC Strategy:

<i>Grade Level</i>	<i>Intervention/ Program/ Events</i>	<i>Stakeholder Delivering</i>	<i>Data Used/ Success Indicator</i>	<i>Begin & End Dates</i>	<i>Contact Person</i>
8-11	Parent Newsletters, SHS Counseling Website, CSIU robocalls/ email alerts	SMS, SHS Counseling Offices	% of parents receiving as evidenced by low return rate on invalid emails	November – May	SMS and SHS Counseling Offices



EDUCATOR AWARENESS of CWCTC Strategy:

<i>Grade Level</i>	<i>Intervention/ Program/ Events</i>	<i>Stakeholder Delivering</i>	<i>Data Used/ Success Indicator</i>	<i>Begin & End Dates</i>	<i>Contact Person</i>
8-11	Website, Google Classroom announcements	SMS, SHS Counseling Offices	Use of material in classrooms by staff	November – May	SMS and SHS Counseling Offices
9-11	Provide applications to IEP case managers	SHS Counseling Offices	Use of materials by IEP case managers % of students with IEPs applying to CWCTC	January – May	SHS Counseling Office
9	Attend CWCTC tour	CWCTC	# of staff attending tour	January	A. Hanford A. Selembo



APPENDIX: Job Descriptions

<h3>SOUTHMORELAND PRIMARY CENTER SCHOOL COUNSELOR GRADES: K-1</h3>

Group Support:

- New Student Orientation
- Kindergarten registration and screening
- Individual academic and career planning
- Manage student scheduling process including classroom presentations; individual/ small group scheduling sessions
- Career information (career exploration, career pathways and career opportunities)
- Counseling resources - mental health, academic, etc.
- Run small groups/lunch bunch according to the needs presented by the student body
- Provide career information via tours of local businesses, guest speakers in the classrooms, etc.
- Coordinate Super Scotties awards
- Attend Student Support meetings
- Attend Early Intervention meetings

Individual Support:

- Counseling conferences initiated by students, parents, staff, referral, coordination and accommodations with District support services, 504 accommodation plans.
- Parent-teacher conferences as needed to address specific student needs and concerns.
- Individual conferences with students.
- Respond to students' personal, social, emotional and career issues.
- Explore careers through various lessons, events, and strengths/ needs assessments.
- Monitor student academic progress including identifying areas for improvement and developing action plans (ie, academic, behavioral, attendance)
- Provide behavioral interventions; work with teachers concerning specific student behavior
- Address skill development such as study skills, time management, advocating for self, etc.
- Collect data for screenings including PT, OT, ST during classroom observations

Responsive Services:

- Crisis intervention
- Student Assistance Program (SAP); refer for mental health evaluations and other services
- Coordinate with outside resources including, but not limited to, private and public agencies, Children Youth and Family Services, MH/MR, probation officers, and treatment programs.
- Consult, facilitate, and maintain communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations

System Support:

- Create classroom master schedule
- Facilitate academic placements and adjustments as needed
- Assist with transitioning between buildings and grade levels



- Participate in Student Assistance Program (SAP); district school counseling department meetings; committees as requested; Special Education planning and management meetings, and student entry from outside placements.
- Responsible for student record keeping and enrollment/withdrawal; transcript maintenance and generation; report card correction and interim processing.
- Participate in various professional development seminars and training including District in-service programs, staff development courses, state, local, national professional organizations, technology training and Student Assistance programs.
- Involved in WSCA, PSCA, ASCA, PHEAA, WIU7, PATTAN.
- Collaborate with parents, teachers, administrators, community members, social service agencies, etc.
- Ensure appropriate, accurate information is maintained in each student's permanent record file
- Consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 - Identification and referral of students for further evaluation
 - Creation and oversight of Section 504 plans
 - Participation in Special Education meetings
 - Conference with individual students regarding specific needs/ issues as identified by student, staff, family, etc.
 - Collaborate with teachers regarding students with physical or emotional challenges.
- Plan and/or promoting programs which enhance the academic, social or emotional growth of students



SOUTHMORELAND ELEMENTARY SCHOOL COUNSELOR

GRADES: 2-5

Group Support:

- New Student Orientation – transcript review, if applicable; creation of schedule; building tour; parent/student meeting
- Individual academic and career planning
- Manage student scheduling process including classroom presentations; individual/ small group scheduling sessions
- Career information (career exploration, career pathways and career opportunities)
- Counseling resources - mental health, academic, etc.
- Run small groups according to the needs presented by the student body
- Provide career information via tours of local businesses, guest speakers in the classrooms, etc.

Individual Support:

- Counseling conferences initiated by students, parents, staff, referral, coordination and accommodations with District support services, 504 accommodation plans.
- Parent-teacher conferences as needed to address specific student needs and concerns.
- Individual conferences with each student.
- Respond to students' personal, social, emotional and career issues.
- Explore careers through various programs including career interest inventories, databases, and strengths/needs assessments.
- Monitor student academic progress including identifying areas for improvement and developing action plans (ie, academic, behavioral, attendance)
- Provide behavioral interventions; work with teachers concerning specific student behavior
- Address skill development such as study skills, time management, advocating for self, etc.

Responsive Services:

- Crisis intervention
- Student Assistance Program (SAP); refer for mental health evaluations and other services
- Coordinate with outside resources including, but not limited to, private and public agencies, Children Youth and Family Services, MH/MR, probation officers, and treatment programs.
- Consult, facilitate, and maintain communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations

System Support:

- Approve the course selection forms
- Facilitate academic placements and adjustments as needed
- Assist with transitioning between buildings and grade levels
- Participate in Student Assistance Program (SAP); district school counseling department meetings; committees as requested; Special Education planning and management meetings, and student entry from outside placements.
- Responsible for student record keeping and enrollment/withdrawal; transcript maintenance and generation; report card correction and interim processing.



- Participate in various professional development seminars and training including District in-service programs, staff development courses, state, local, national professional organizations, technology training and Student Assistance programs.
- Involved in WSCA, PSCA, ASCA, PHEAA, WIU7, PATTAN.
- Collaborate with parents, teachers, administrators, community members, social service agencies, etc.
- Ensure appropriate, accurate information is maintained in each student's permanent record file
- Consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 - Identification and referral of students for further evaluation
 - Creation and oversight of Section 504 plans
 - Participation in Special Education meetings
 - Conference with individual students regarding specific needs/ issues as identified by student, staff, family, etc.
 - Collaborate with teachers regarding students with physical or emotional challenges.
- Plan and/or promoting programs which enhance the academic, social or emotional growth of students

Testing: (this should have its own job description so, for convenience sake, bulleted here)

- Organize and oversee administration of PSSA.
 - Schedule test date; order tests
 - Set up testing rooms
 - Train staff
 - Strict adherence to security guidelines and protocols as determined by College Board
- Oversee implementation of Classroom Diagnostic Tools assessment in conjunction with administration
 - Set up classrooms of students within the DRC system
 - Print student test tickets with log in information
 - Provide tutorial assistance to teachers and students
 - Assist with test interpretation of results



SOUTHMORELAND MIDDLE SCHOOL COUNSELOR

GRADES: 6-8

Group Support:

- New Student Orientation – creation of schedule; building tour; parent/student meeting
- Individual academic and career planning
- Manage student scheduling process including classroom presentations
- Individual/ small group scheduling sessions
- Course Request review and approval; introduction to middle school scheduling process and options to 8th grade students
- Classroom presentations:
 - Career information (career exploration, career pathways and career opportunities)
 - CWCTC representative provides overview of available programs at CWCTC
 - Counseling resources - mental health, academic, etc.
 - PA Keystone testing

Individual Support:

- Counseling conferences initiated by students, parents, staff, referral, coordination and accommodations with District support services, 504 accommodation plans.
- Individual conferences regarding schedule adjustments, school work performance (including progress monitoring and documentation), new students moving into the District, test interpretation, career decisions and post high school planning.
- Individual conferences with each student.
- Conduct individual academic program planning.
- Respond to students' personal, social, emotional and career issues.
- Explore careers through various programs including career interest inventories, databases, and strengths/ needs assessments.
- Monitor student academic progress including identifying areas for improvement and developing action plans (ie, academic, behavioral, attendance)
- Provide behavioral interventions; work with teachers concerning specific student behavior
- Address skill development such as study skills, time management, advocating for self, etc.

Responsive Services:

- Crisis intervention
- Student Assistance Program (SAP); refer for mental health evaluations and other services
- Coordinate with outside resources including, but not limited to, private and public agencies, Children Youth and Family Services, MH/MR, probation officers, and treatment programs.
- Consult, facilitate, and maintain communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.

System Support:

- Approve the course selection forms
- Facilitate academic placements and adjustments as needed
- Assist with transitioning between buildings and grade levels
- Participate in Student Assistance Program (SAP); district school counseling department meetings;



committees as requested; Special Education planning and management meetings, and student entry from outside placements.

- Responsible for student record keeping and enrollment/withdrawal; transcript maintenance and generation; report card correction and interim processing.
- Participate in various professional development seminars and training including District in-service programs, staff development courses, state, local, national professional organizations, technology training and Student Assistance programs.
- Involved in WSCA, PSCA, ASCA, PHEAA, WIU7, PATTAN.
- Faculty advisor to student organizations, as needed
- Attend Westmoreland County Workforce Development meetings, as requested.
- Collaborate with parents, teachers, administrators, community members, social service agencies, etc.
- Ensure appropriate, accurate information is maintained in each student's permanent record file
- Consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 - Identification and referral of students for further evaluation
 - Creation and oversight of Section 504 plans
 - Participation in Special Education meetings
 - Conference with individual students regarding specific needs/ issues as identified by student, staff, family, etc.
 - Collaborate with teachers regarding students with physical or emotional challenges.
- Plan and/or promoting programs which enhance the academic, social or emotional growth of students (i.e., Career Fair, Senior Class Day, etc.)

Testing: (this should have its own job description so, for convenience sake, bulleted here)

- Organize and oversee PA State Keystone Exam testing program as School Assessment Coordinator(s). Includes:
 - Training of staff
 - Various state and district mandated trainings
 - Maintenance of CSIU records for individuals students and testing database to ensure compliance
 - Strict adherence to security guidelines and protocols established by PDE
- Organize and oversee administration of PSSA.
 - Schedule test date; order tests
 - Set up testing rooms
 - Train staff
 - Strict adherence to security guidelines and protocols as determined by College Board
- Oversee implementation of Classroom Diagnostic Tools assessment in conjunction with administration
 - Set up classrooms of students within the DRC system.
 - Print student test tickets with log in information
 - Provide tutorial assistance to teachers and students
 - Assist with test interpretation of results.



SOUTHMORELAND HIGH SCHOOL COUNSELORS

GRADES: 9 – 12

Group Support:

- New Student Orientation – transcript review, if applicable; creation of schedule; building tour; parent/student meeting
- Individual academic and career planning
- Manage student scheduling process grades 9-12 including classroom presentations; individual/small group scheduling sessions; AP and dual enrollment opportunities; Course Request review and approval; introduction to high school scheduling process and options to 8th grade students
- Fall classroom presentations:
 - Career information (career exploration, career pathways); introduction to Central Westmoreland and Technology Center (CWCTC) programs and career opportunities
 - Post-secondary options
 - College application process, fee waivers
 - Financial aid process and sources if continuing education after high school
 - Review of graduation requirements
 - Counseling resources - mental health, academic, etc.
 - College tests (PSAT, SAT, SAT Subject tests, ACT), fee waivers, study resources
 - PA Keystone testing requirements, schedule, resources, setting up College Board accounts
 - AP testing
 - College in High School (CHS) - formerly known as Dual Enrollment
 - College application process (Common Application, SEND.edu., and direct application)
 - NCCA review of requirements, timelines and high school class choices; NCAA Clearinghouse accounts
 - Provide timeline and recommendations for each school year to achieve graduation and post-secondary career plans.
- Coordinate Financial Aid Seminar/ Night with PHEAA representative and Mount Pleasant SD

Individual Support:

- Counseling conferences initiated by students, parents, staff, referral, coordination and accommodations with District support services, 504 accommodation plans.
- Monitor Work Release students regarding schedule adjustments, school performance
- New students moving into the District
- Test interpretation
- Career/ post high school planning.
- Conduct individual academic program planning and updating of 4-yr plans.
- Respond to students' personal, social, emotional and career issues.
- Explore careers through various programs including Xello, other career interest inventories, databases, and strengths/ needs assessments.
- Monitor student academic progress including identifying areas for improvement and developing action plans (ie, academic, behavioral, attendance)
- Provide behavioral interventions; work with teachers concerning specific student behavior
- Address skill development such as study skills, time management, advocating for self, etc.
- Assist students with the completion of college admissions applications



Responsive Services:

- Crisis intervention
- Student Assistance Program (SAP); refer for mental health evaluations and other services
- Coordinate with outside resources including, but not limited to, private and public agencies, Children Youth and Family Services, MH/MR, probation officers, and treatment programs.
- Consult, facilitate, and maintain communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations

System Support:

- Evaluate student transcripts
- Approve course selection forms
- Facilitate academic placements and adjustments, as needed, in collaboration with administration
- Assist with transitioning between buildings and grade levels
- Participate in Student Assistance Program (SAP); district school counseling department meetings; committees as requested; Special Education planning and management meetings, and student entry from outside placements.
- Responsible for student record keeping and enrollment/withdrawal; transcript maintenance and generation; report card correction and interim processing.
- Participate in various professional development seminars and training including District in-service programs, staff development courses, state, local, national professional organizations, technology training and Student Assistance programs.
- Involved in WSCA, PSCA, ASCA, PHEAA, WIU7, PATTAN.
- Central Westmoreland Career and Technology Center (CWCTC) Liaison
 - Attend CWCTC bi-monthly meetings
 - Serve on CWCTC advisory board
 - Communicate regarding student issues, transfers/ withdrawals, SAP referrals
 - Coordinate application process and student tours with CWCTC counselors
- Faculty advisor to student organizations, as needed
- Attend Westmoreland County Workforce Development meetings, as requested.
- Collaborate with parents, teachers, administrators, community members, social service agencies, etc.
- Organize and grow the College in High School (CHS) program through Mount Aloysius College and other local educational institutions; works hand-in-hand with AP testing program
- Ensure appropriate, accurate information is maintained in each student's permanent record file
- Consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 - Identification and referral of students for further evaluation
 - Participation in Special Education meetings as requested
 - Conference with individual students regarding specific needs/ issues identified by student, staff, family, etc.
 - Collaborate with teachers regarding students with physical or emotional challenges.
- Identify and promote available scholarship opportunities to students
 - Maintain scholarship database
 - Maintain Google Classrooms for each grade level
 - Coordinate distribution and collection of scholarships per sponsor guidelines



- Oversee selection process for specific scholarships
 - Coordinate sponsor attendance and presentation of scholarships at Senior Class Day
 - Prepare presentation order of scholarships
 - Work with scholarship sponsors directly
 - Research and add to scholarship database
- Plan and/or promote programs which enhance the academic, social or emotional growth of students (i.e., Career Fair, Senior Class Day, etc.)

Testing: (this would have its own job description so, for convenience sake, bulleted here)

- Organize and oversee PA State Keystone testing program as School Assessment Coordinator(s). Includes:
 - Training of staff
 - Various state and district mandated trainings
 - Maintenance of CSIU records for individuals students and testing database to ensure compliance
 - Strict adherence to security guidelines and protocols established by PDE
- Organize and oversee administration of AP Testing Program.
 - Training of staff
 - Various national trainings as determined by College Board
 - Responsible for setting up AP classrooms, submitting accurate test counts, etc.
 - Strict adherence to security guidelines and protocols established by College Board
- Organize and oversee administration of ASVAB in conjunction with military personnel
 - Establish a secure testing environment as established by the US Military.
 - Arrange a military-led workshop on test results with students.
- Organize and oversee SAT administration on select Saturdays
 - Attend trainings as required by College Board
 - Train staff
 - Set up testing rooms
 - Ensure security protocols are followed before, during and after testing.
- Organize and oversee administration of PSAT.
 - Schedule test date; order tests
 - Set up testing rooms
 - Train staff
 - Strict adherence to security guidelines and protocols as determined by College Board
- Prepare and inform students for standardized testing (PSAT, SAT, ACT, ASVAB).
- Interpret standardized assessment and other test results to students and/or parents on request
- Collaborate with military personnel regarding potential candidates based on ASVAB scores and other criteria

