

Southern Lehigh School District

Chapter 339 Guidance Plan and Services

School District: Southern Lehigh, Center Valley, PA

Date: June 2016

1. **School Counselors and Assignments:**

K-3: No School Counselors at this level, School Psychologists Jaana Lehtinen and Michelle Conrad function in this role.

4-6: Tara Cooke - 750:1

7-8: Anne Cooper - 525:1

9-12: Christina Piascik (Student's Last Name beginning with A through G) 350:1

Tamme Westbrooks - (Student's Last Name beginning with H through O) - 350:1

Lynne Kelly - (Student's Last Name beginning with P through Z) - 350:1

2. **School-Counseling Department Mission Statement:**

The mission of the Southern Lehigh School District K-12 counseling department is to support all students in meeting academic proficiency to best prepare them for postsecondary and career goals and to advocate for equity of all students in the school district, regardless of race, gender, ethnicity or ability. In addition, the counseling department's mission is to provide support to all students regarding the development of social and interpersonal skills that will allow students to function to their fullest potential in a global society.

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

- a. In the 2016-2017 school year, 100% of all 4th-6th graders will be able to identify their career interest "spark" and communicate their "spark" with parents and teachers.
- b. By the end of the 2016-2017 school year, 100% of 8th grade students will develop a career portfolio.

c. In the 2016-2017 school year, 100% of all 10th graders will complete a career interest survey and personality profiler in Naviance.

4. **Stakeholders:**

• **Students**

Students will benefit by being exposed to and exploring careers through interest surveys, researching the career market, participating in career days, meeting and interviewing individuals from varying careers, job shadowing, volunteer work and internships. Students will also participate in lessons and programs delivered by the counseling department and teachers on various academic, career and social/emotional related topics.

Students can help other students through peer tutoring, peer mediation, peer mentoring, and teen counseling programs. Students should take ownership of their academic, career, and social/emotional growth.

• **Parents**

Southern Lehigh encourages parent support and involvement in all aspects of their child's K-12 academic career. Parents are an integral part of the education team regarding academic placement, interventions and student educational decisions. Parents have the opportunity to meet with their child's counselor or teachers at any time upon request and can refer their child to the Guidance Office for support. Parent programs are offered at all levels on a variety of topics relating to career, academic and social/emotional concerns. Parents often provide feedback on parent programs through evaluations or surveys. Our student management system parent portal, as well as our school district website, is available for parents to access and be informed on district news and information related to their child's academic performance and expectations.

• **Educators**

The Southern Lehigh Educators will assist to manage and implement a comprehensive school counseling program throughout the district to best develop global learners. In the career and technology classes, students complete career inventories, resumes and a graduation project that involves job shadowing, a research paper, and a culminating student presentation in front of a panel of teachers. The Health and Family Consumer Science curriculums address various student health and well-being topics, including drug awareness, conflict resolution, cyber-bullying, stress management and social skills.

decisions to support all students regardless of academic, economic, or social needs. Counselors are involved in the Special Education process for students with disabilities or exceptionalities.

C. **As a Collaborator:** The counselor works with all stakeholders to promote student achievement towards state standards, as well as district specific goals for students. Counselors maintain open communication to foster an effective teaming culture.

D. **As an Agent of Systemic Change:** The counselor gathers data on student needs and successes to develop changes within the counseling program. Counselors assist students and families to eliminate systemic barriers to achieve academic and career goals.

6. **Advisory Council:** Our advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school-counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school counseling program; advocating and engaging in public relations for the school counseling program; and advocating for funding and resources.

Members of the Southern Lehigh School District Advisory Council will include:

- Christine Siegfried - High School Principal
- Edward Donahue - Middle School Principal
- Mary Farris - Intermediate School Principal
- Beth Guarriello - High School Assistant Principal
- Regina Naradko - LCTI Representative, Local Organization Representative
- Kathy Kovacs - High School Parent Representative
- Alyssa Kovacs - High School Student Representative
- Tara Walter - Middle School Teacher
- Jennifer Aquila - Post-Secondary Representative
- Lisa Wolff - Center for Humanistic Change, Local Organization Representative
- TBA - Intermediate School Parent Representative (Brian McLaughlin)
- TBA - Intermediate School Student Representative
- TBA - PSU Lehigh Valley, Post-Secondary Representative
- TBA - Local Business Owner Representative

Our first meeting is scheduled for 1:00 pm on November 17, 2016 at the JPL Southern Lehigh Intermediate School building.

7. **Program Calendar:**

Monthly Counseling Calendar

Elementary Schools - Grades K-3

School Psychologist – Red; Prevention, Intervention, and Responsive Services – Blue; Individual Student Planning – Green; System Support – Purple; Non-Counselor Related Duties – orange

<u>July</u>	<u>January</u>
Academic: Kindergarten second level screening and full day program placement, Kindergarten and first grade reading camps, New student registration, Diagnostic academic testing, Schedule modifications	Academic: Dibels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention. Dibels and Star Math benchmarking for all students. Monthly family workshop for full day kindergarten students and families.
Career:	Career:
Personal/Social: Private parent/student meetings upon request	Personal/Social: Meetings with students and/or parents upon request. Reteach SWPBS lessons as needed, Second Step social awareness interactive lessons
<u>August</u>	<u>February</u>
Academic: New kindergarten student screening and second level testing as needed, New student scheduling, Diagnostic academic testing, Student Orientation, Review of records for new students	Academic: Dibels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention, Monthly family workshop for full day kindergarten students and families.

Career:	Career:
Personal/Social: New Student Orientation, Kindergarten orientation, returning student sneak peak, Private parent/student meetings upon request, I	Personal/Social: Meetings with students and/or parents upon request. Reteach SWPBS lessons as needed, Second Step social awareness interactive lessons
September	<u>March</u>
Academic: Open House, Dibels and Star Math benchmarking for all students, Data team meetings, Student placement into intervention groups, Monthly family workshop for full day kindergarten students and families.	Academic: Dibels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention, Monthly family workshop for full day kindergarten students and families.
Career: Instruction in organization, responsibility, and time management by using the agenda	Career:
Personal/Social: Open House, Meetings with new students, Meetings with students concerning school anxiety/separation anxiety, Meetings with parents and calls to previous school districts concerning new students, Introduction to school-wide positive behavior support program.	Personal/Social: Meetings with students and/or parents upon request. Reteach SWPBS lessons as needed, Second Step social awareness interactive lessons

<u>October</u>	<u>April</u>
Academic: DIBels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention. Monthly family workshop for full day kindergarten students and families.	Academic: DIBels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention, Monthly family workshop for full day kindergarten students and families.
Career: Kindergarten field trip to local farms	Career: Second Grade social studies until focusing on communities and different jobs.
Personal/Social: Meetings with students and/or parents upon request, Reteach SWPBS lessons as needed. Second Step social awareness interactive lessons	Personal/Social: Meetings with students and/or parents upon request. Reteach SWPBS lessons as needed, Second Step social awareness interactive lessons
<u>November</u>	<u>May</u>
Academic: Parent-Teacher conferences, DIBels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention. Monthly family workshop for full day kindergarten students and families.	Academic: 3rd grade students visit the IS, Data Team meetings, DIBels and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention. DIBels and Star Math benchmarking for all students, Monthly family workshop for full day kindergarten students and families.
Career:	Career:
Personal/Social: Thanksgiving basket distribution to families in need, Meetings with students and/or parents upon request. Book fair for families. Reteach SWPBS lessons as needed, Second Step social	Personal/Social: Meetings with students and or parents upon request. Reteach SWPBS lessons as needed, Second Step social awareness interactive lessons

awareness interactive lessons	
<u>December</u>	<u>June</u>
Academic: DIBELS and Star Math progress monitoring for students in Tier 2 and Tier 3 intervention. Monthly family workshop for full day kindergarten students and families.	Academic: Transition meetings with Elem and IS staff,
Career:	Career:
Personal/Social: Holiday help drive for families in need, Meetings with students and/or parents upon request. Reteach SWPBS lessons as needed.	Personal/Social: Meetings with students and/or parents upon request. School / family end of year festival.

Intermediate School – Grades 4-6

Guidance Curriculum – Red; Prevention, Intervention, and Responsive Services – Blue; Individual Student Planning – Green; System Support – Purple; Non-Counselor Related Duties – orange

<u>July</u>	<u>January</u>
Academic: New student scheduling, Diagnostic academic testing, Schedule modifications	Academic:
Career:	Career: Career lessons for grades 4, 5, and 6 during Spartan Block
Personal/Social: Private parent/student meetings upon request	Personal/Social: Meetings with students and/or parents upon request.

<u>August</u>	<u>February</u>
Academic: New student scheduling, Diagnostic academic testing, Student Orientation, Review of records for new students	Academic:

Career:	Career: Career lessons for grades 4, 5, and 6 during Spartan Block
Personal/Social: New Student Orientation, Private parent/student meetings upon request	Personal/Social: Meetings with students and/or parents upon request.
	<u>March</u>
Academic: Open House	Academic: Student course scheduling grades 6-7, Coordination and administration of PSSA testing
Career: Career lessons for grades 4, 5, and 6 during Spartan Block	Career: Career lessons for grades 4, 5, and 6 during Spartan Block
Personal/Social: Meetings with new students, Meetings with students concerning school anxiety/separation anxiety, Meetings with parents and calls to previous school districts concerning new students, Introduction to the counselor classroom lesson grade 4	Personal/Social: Meetings with students and/or parents upon request.
<u>October</u>	<u>April</u>
Academic:	Academic: Student course scheduling grades 6-7, Coordination and administration of PSSA testing, Conduct make up PSSA testing, Parent night for 6th grade course selection, Meet with students concerning courses for next year.

Career: Career lessons for grades 4, 5, and 6 during Spartan Block	Career: Career lessons for grades 4, 5, and 6 during Spartan Block
Personal/Social: Re-introduction to the counselor classroom lesson grade 5, Meetings with students and/or parents upon request	Personal/Social: Meetings with students and/or parents upon request.
<u>November</u>	<u>May</u>
Academic: Parent-Teacher conferences	Academic: 6 th grade students visit the MS, 3rd grade students visit the IS, Math diagnostic testing grade 5
Career: Career lessons for grades 4, 5, and 6 during Spartan Block	Career: Career lessons for grades 4, 5, and 6 during Spartan Block
Personal/Social: Thanksgiving basket distribution to families in need, Meetings with students and/or parents upon request.	Personal/Social: Meetings with students and or parents upon request.
<u>December</u>	<u>June</u>
Academic:	Academic: Transition meetings with Elem and MS staff, New student scheduling for following year
Career: Career lessons for grades 4, 5, and 6 during Spartan Block	Career:
Personal/Social: Holiday help drive for families in need, Meetings with students and/or parents upon request.	Personal/Social: Meetings with students and/or parents upon request.

Middle School – Grades 7-8

Guidance Curriculum – Red; Prevention, Intervention, and Responsive Services – Blue; Individual Student Planning – Green; System Support – Purple; Non-Counselor Related Duties – orange

<u>July</u>	<u>January</u>
Academic: New student scheduling, Diagnostic academic testing, Schedule modifications, Monitor students in summer courses	Academic: Student course scheduling grade 8, Grade 8 classroom presentations concerning course scheduling , Meetings with students and parents concerning 9 th grade course schedules, Conduct mid-term make up testing
Career:	Career:
Personal/Social: Private parent/student meetings upon request	Personal/Social: Meetings with students and or parents upon request.
<u>August</u>	<u>February</u>
Academic: New student scheduling, Diagnostic academic testing, Test administration for course acceleration, Student Orientation , Review of records for new students, Monitor students in summer courses.	Academic:
Career:	Career: Meet with students concerning LCTI application process grade 8
Personal/Social: New Student orientations, Private parent/student meetings upon request	Personal/Social: Meetings with students and or parents upon request.

<u>September</u>	<u>March</u>
Academic: Open House , Meetings with students who were in risk of failing the previous school year	Academic: Student course scheduling grades 6-7, Coordination and administration of PSSA testing, Conduct make up PSSA testing
Career:	Career: 8th grade unit on careers in Applied Technology classes, 8th grade career fair
Personal/Social: Meetings with new students, Meetings with students concerning school anxiety/separation anxiety, Meetings with parents and calls to previous school districts concerning new students, SAP assembly for grade 7, Coordinate LINC program,	Personal/Social: Meetings with students and or parents upon request.
<u>October</u>	<u>April</u>
Academic:	Academic: Student course scheduling grades 6-7, Coordination and administration of PSSA testing, Conduct make up PSSA testing, Parent night for Course selection, Meet with students and parents concerning courses for next year.
Career:	Career: Table Talk with LCTI staff
Personal/Social: Health fair table with Center for Humanistic Change, Organize Red Ribbon week activities through the SAP team. Meetings with students and or parents upon request.	Personal/Social: Health fair table with Center for Humanistic Change, Meetings with students and or parents upon request.

<u>November</u>	<u>May</u>
Academic: Parent-Teacher conferences	Academic: Coordination and administration of Algebra I Keystone exams, Host 6th grade students for a visit to the MS , Meet with students and parents concerning failure of courses, Begin to build and plan master schedule for following year
Career: LCTI bulletin board	Career:
Personal/Social: Thanksgiving basket distribution to families in need, Meetings with students and or parents upon request.	Personal/Social: Meetings with students and or parents upon request.
<u>December</u>	<u>June</u>
Academic: Coordination and administration of Algebra I Keystone testing if needed	Academic: Transition meetings with IS and HS staff, New student scheduling for following year , Failure notifications, Summer course registration, Course schedule changes, Build Mast schedule for following year and populate courses,
Career: LCTI Tours grade 8, LCTI presentation grade 8	Career:
Personal/Social: Holiday help drive for families in need,	Personal/Social: Meetings with students and or

Meetings with students and or parents upon request.	parents upon request.
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High School – Grades 9-12

Guidance Curriculum – Red; Prevention, Intervention, and Responsive Services – Blue; Individual Student Planning – Green; System Support – Purple; Non-Counselor Related Duties – orange

<u>July</u>	<u>January</u>
Academic: New student scheduling, Diagnostic academic testing, Schedule modifications, Enroll new students and schedule classes. Individual student/parent conferences upon request. Resolve schedule conflicts and contact students as needed.	Academic: Course Selection process begins. Evening program for 8th grade parents regarding the high school course selection process. High school counselors visit the middle school to do presentations concerning course scheduling. Meetings with students and parents concerning 9 th grade course schedules.
Career:	Career: Courses are described as they relate to future careers
Personal/Social: Individual parent/student meetings upon request	Personal/Social: Meetings with students upon request
<u>August</u>	<u>February</u>
Academic: New student scheduling, Diagnostic academic testing, Test administration for course acceleration, Assist with the 9th Grade/New Student Orientation Program by presenting students & parents with information concerning grades, activities and high school expectations. Review of records for new students. College Jumpstart Program for Seniors: Naviance is reviewed and illustrated as utilized in the college admissions.	Academic: College Planning Night for Juniors - specific information is presented regarding the college admissions process

Career: Review Career Inventories and other career features in Naviance	Career: Naviance
Personal/Social: New Student orientation and luncheon, Individual parent/student meetings upon request	Personal/Social Individual meetings with students and parents upon request.
<u>September</u>	<u>March</u>
Academic: Open House, Individual meetings with seniors to discuss college application process, credit check and post secondary plan. Resolve schedule conflicts. Upon invitation, attend student IEP and 504 meetings. Schedule and facilitate student-parent - teacher conferences upon request.	Academic: SAT administration. Individual junior meetings with students and parents to discuss future plans, college, career and academic concerns.
Career: Naviance	Career: Discussed in Junior meetings.
Personal/Social: Meetings with new students, Meetings with students concerning school anxiety/separation anxiety, Meetings with parents and calls to previous school districts concerning new students	Personal/Social: Meet with students as needed.
<u>October</u>	<u>April</u>
Academic: PSAT registration and administration for Juniors & Sophomores. SAT administration. Write	Academic: Meet with sophomores concerning grades, courses for next year and future goals.

letters of recommendation for seniors and monitor college applications on Naviance.	
Career: Naviance	Career: Sophomore graduation project presentations on career and shadowing experience.
Personal/Social: Meetings with students as needed.	Personal/Social: Meetings with students as needed.
<u>November</u>	<u>May</u>
Academic: Parent/Teacher conferences. Write college recommendation letters and monitor college applications on Naviance. Freshman individual meetings reviewing grades and introduction.	Academic: Advanced Placement Exam administration and facilitation. Coordination and administration of Algebra I Keystone exams, Meet with students and parents concerning failure of courses
Career:	Career:
Personal/Social: Meetings with students as needed.	Personal/Social: Meetings with students as needed.
<u>December</u>	<u>June</u>
Academic: Coordination and administration of Keystone testing. Naviance information session for Juniors Financial Aid Night - Representative from PHEAA presents an overview of the college financial aid process	Academic: Transition meetings with MS counselor and administrator, New student scheduling for following year, Failure notifications, Summer remediation course registration, Course Prerequisite check and student notification of course changes, Course changes requested by student before deadline 7/1.
Career: Naviance - Road Trip Nation	Career:

Personal/Social: Meetings with students as needed.

Personal/Social: Meetings with students as needed.

Ongoing Monthly Counseling Activities

Elementary School - Grades K-3

Intermediate School - Grades 4-6

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
Small group counseling sessions	Assist with investigation of discipline issues
Individual academic counseling	Fire Drill Duties
Individual personal/social counseling	Bus Duty
Student to student mediations	Recess Duty
Classroom presentations on guidance topics when needed	Sunshine Committee Member
Tier 2 Strategy Development	
Coordination and implementation of standardized assessments	
Grade level teacher meetings	
Teacher/parent consultation	
School-Wide Positive Behavior Support	
Cyber school Advisor	

Cyber school management	
Crisis team for in-district situations	
Liaison for community resources and families in need	
Implementation of rewards for individual behavior plans	
Liaison for students in hospitalized, homebound and temporary alternative settings	
Member of IST/Rtli team	
Meet with and enroll new students throughout the year	
Conference with students who are failing classes	
Parent programs	
Attend IEP/GIEP meetings when needed	
Meetings and phone conversations with parents concerning student needs	

Middle School - Grades 7-8

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
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Small group counseling sessions	Assist with investigation of discipline issues and discuss dress code with students
Individual academic counseling	Fire Drill duties
Individual personal/social counseling	Master schedule coordination and management
Student to student mediations	
LINC mentoring program	
Project Success mentoring program	
Coordination and implementation of standardized assessments	
Grade level teacher meetings	
Student Support Team meetings (SST)	
Teacher/parent consultation	
Cyber school Advisor	
Cyber school management	
Crisis team for in-district situations	
Liaison for community resources and families in need	
SAP team coordinator	

Liaison for students in hospitalized, homebound and temporary alternative settings	
Conference with students who are academically ineligible	
Meet with and enroll new students throughout the year	
Conference with students who are failing courses	
Parent programs	
Attend IEP/GIEP meetings when needed	
Coordinate RTII/MTSS program	
Meetings and phone conversations with parents concerning student needs	
Classroom presentations on guidance topics when needed	

High School - Grades 9-12

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
Individual academic counseling	
Individual personal/social counseling	

Student to student mediations	
Peer Tutoring	
Assist with connections to academic supports from teachers	
Coordination and implementation of standardized assessments	
Teacher Meetings	
Teacher/parent consultation	
Cyber school Advisor	
Cyber school management	
Crisis team for in-district situations	
Liaison for community resources and families in need	
SAP team members	
Liaison for students in hospitalized, homebound and temporary alternative settings	
Conference with students who are academically ineligible	
Conference with students who are failing courses	
Meet with and enroll new students throughout the year	
Evening Parent Programs	
Attend IEP/GIEP meetings when needed	

Meetings and phone conversations with parents concerning student needs	
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8. **Program Delivery:**

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Elementary School - Grades K-3

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 - Guidance and support staffs share in placement decisions for students in academic and social need. - Participate in parent meetings for students who have an academic concern and are working in tier 2 or tier 3 intervention. -Open House	Academic - Review of records for new students - Meetings with new students and helping with school transitions. - Meet with students and parents concerning lack of progress in core curriculum or intervention programing. - Attend IEP/GIEP/504 meetings	Academic - Placement in tier 2 and tier 3 intervention programing. - Diagnostic Academic Testing - Test Administration for transition to the IS for 3rd grade tier 3 students. -Book fair held at schools for students and families.	Academic -Kindergarten registration and screening. -Kindergarten orientation. -New Student orientation. -returning student preview before start of the new school year. - Open house night -Parent teacher conferences

<p>-Kindergarten and new student orientation.</p> <p>-Participation in SAP / Rtli meetings.</p>	<ul style="list-style-type: none"> - Create, maintain, and store data for students in tier 3 intervention. -Beginning, Middle, and End of year progress monitoring for all students with DIBELS (ELA) and STAR (math) -Progress Monitoring with DIBELS and Star math for students at risk throughout the year. -Participation in SAP/Rtli meetings. -Maintain year-to-year data for all students benchmark assessment data. 	<p>-Monthly family workshops for students in full day kindergarten</p>	<ul style="list-style-type: none"> - Standardized test set-up and administration - Intervention program scheduling. - Transition meetings with IS Staff. - Summer camp for kindergarten and first grade students who qualify - Teacher/parent consultation - Liaison for students in hospitalized, homebound and temporary placement -Students are provided and instructed in how to use an agenda to manage assignments and time.
<p>Career</p> <p>-Meet with students to ensure they are able to have their needs met so that they can do their best at school.</p>	<p>Career</p> <ul style="list-style-type: none"> -Provide students at risk with researched based intervention program to help them close academic gaps. -Provide students with core instruction to enable them to be successful in future course. 	<p>Career</p> <ul style="list-style-type: none"> -Provide parents with information to utilize the Sapphire system to access their student's grades. -Provide families with several different resources to support students with the school curriculum at home (Pearson, IXL, Reading Eggs, etc.) 	<p>Career</p> <ul style="list-style-type: none"> -Students are exposed to different communities and job roles within a community through the social studies curriculum. -Students are able to assistant the principal, custodian, librarian, art teachers, and kindergarten teacher through the school-wide positive behavior support program.

			-Students receive health and wellness lessons
Personal / Social -Meetings with students as needed throughout the year. -Participate in SAP / Rtli meetings.	Personal/Social - Individual Parent/Student Meetings - Student to Student mediations - Development and implementation of behavior plans and student check ins -Participate in SAP / Rtli meetings.	Personal/Social - New Student Orientation - Parents are provided and outline for the school-wide positive behavior programs.	Personal / Social -Second Step social awareness interactive lessons are taught in the classroom. School-wide positive behavior lessons taught to every student at the beginning of the year and throughout the year as needed.
Percentage of Time 10	Percentage of Time 30%	Percentage of Time 40%	Percentage of Time 20%

Intermediate School – Grades 4-6

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.
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Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic -Student Orientation -Open House -6 th grade visit to the MS -3rd grade visit to the IS	Academic -Meetings with new students -Individual academic counseling -IST/RtIi	Academic -New student orientations/tours -New student scheduling -Diagnostic academic testing -Schedule modifications -Meetings with students and parents concerning course scheduling -Cyber school advisor	Counselor Related -Open House -Review of records for new students -Meetings with parents and calls to previous school districts concerning new students -Parent-Teacher conferences -Standardized test set-up and administration -Student course scheduling -Transition meetings with elementary and MS staff -Grade level teacher meetings -Teacher/parent consultation -Cyber school management -Crisis team for in-district situations -Tier 2 strategy development -Consultation for classroom behavior modification systems -Liaison for students in hospitalized, homebound and temporary alternative settings -Coordinate resources for families

			in need -Parent programs -Attend IEP/GIEP/504 meetings when needed -Professional development
Career -Grade 4 introduction to careers lessons -Grade 5 exploration of careers lessons -Grade 6 career interest inventory and potential careers lessons	Career	Career	Non-Counselor Related -Bus duty -Back-up recess duty -Assist with investigation of discipline issues, contact parents, and relay information to principal -Fire Drill duties
Personal/Social -Grade 4 introduction to the counselor lesson -Classroom presentations on guidance topics when needed -School-Wide Positive Behavior Support	Personal/Social -Private parent/student meetings upon request -Monitor adjustment of new students to the district -Meetings with students concerning school anxiety/separation anxiety -Small group counseling sessions -Individual personal/social counseling -Student to student mediations -Holiday help/drives for our families in need -Implementation of rewards for individual behavior plans -SAP	Personal/Social	

Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
10%	30%	20%	40%

Southern Lehigh Middle School – 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 -Student Orientation	Academic -Meetings with new students	Academic -New student scheduling,	Counselor Related -Review of records for new

<ul style="list-style-type: none"> -Open House -Grade 8 classroom presentations concerning course scheduling -Host 6th grade students for a visit to the MS 	<ul style="list-style-type: none"> -Meet with students and parents concerning failure of courses -Conference with students who are failing courses -Individual academic counseling, -Conference with students who are academically ineligible 	<ul style="list-style-type: none"> -Diagnostic academic testing, Schedule modifications, -New Student orientations, -Meetings with students and parents concerning course scheduling -Cyber school Advisor 	<ul style="list-style-type: none"> students -Meetings with parents and calls to previous school districts concerning new students -Parent-Teacher conferences, Standardized test set-up and administration -Student course scheduling, -Transition meetings with IS and HS staff, -Failure notifications, -Summer course registration, -Grade level teacher meetings, - Student Support Team meetings (SST), -Teacher/parent consultation, -Cyber school management, -Crisis team for in-district situations, -SAP team coordinator, -Liaison for students in hospitalized, homebound and temporary alternative settings, -Parent programs, -Attend IEP/GIEP meetings when needed, -Meetings and phone conversations with parents concerning student needs
<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -LCTI bulletin board, -LCTI Tours grade 8, -LCTI presentation grade 8, 	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Meet with students concerning LCTI application process, 	<p style="text-align: center;">Non-Counselor Related</p> <ul style="list-style-type: none"> -Assist with investigation of discipline issues and discuss dress code with students,

-8 th grade unit on careers in Applied Technology classes, -8 th grade career fair, -Table Talk with LCTI staff			-Fire Drill duties, -Master schedule coordination and management
Personal/Social -SAP assembly for grade 7, -Health fair table, -LINC mentoring program, -Classroom presentations on guidance topics when needed -Organize Red Ribbon Week activities through SAP Team	Personal/Social -Private parent/student meetings upon request, -Meetings with students concerning school anxiety/separation anxiety, -Small group counseling sessions, -Individual personal/social counseling, -Student to student mediations, -Project Success mentoring program.	Personal/Social -Project Success mentoring program	
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 20%	Percentage of Time 40%

Southern Lehigh High School – Grades 9-12

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all	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.
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students preK-12.			
<p>Purpose</p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p>Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p>Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p>Purpose</p> <p>Program delivery and support.</p>
<p>Academic</p> <ul style="list-style-type: none"> - Course Selection Presentations - Present information about utilizing Spartan Period help and NHS tutoring 	<p>Academic</p> <ul style="list-style-type: none"> - Review of records for new students - Meetings with new students - Meet with students and parents concerning failure of courses - Conference with students who are failing courses - Individual academic counseling - Attend IEP/GIEP/504 meetings - Input historical grades 	<p>Academic</p> <ul style="list-style-type: none"> - Schedule Modifications (resolve schedule conflicts) - Diagnostic Academic Testing - Test Administration for course acceleration - New Student Scheduling - Parent/Student Meetings 	<p>Counselor Related</p> <ul style="list-style-type: none"> - Student Orientation 9 - ASVAB Testing 11-12 - Phone calls/meetings with parents of new students and calls to previous districts to get information on students as needed - PSAT Testing 10,11 - SAT Testing 12 - Keystone Testing 9-12 - Return PSAT Results 10-11 - Parent-Teacher conferences - Standardized test set-up and administration - Student course scheduling - Transition meetings with MS staff - Failure notifications - Summer course registration - Teacher/parent consultation - Cyber school management - Liaison for students in

			hospitalized, homebound and temporary placement - Course Prerequisite Check 8-11 - Graduate Final Transcripts Sent to Colleges and Students 12
Career -10 th grade CTA course with Career Focus/Graduation Project - Emerging Health/Emerging Engineering Presentations 11 - Diversified Career Occupations Meeting 11 - Naviance sessions 9,10, 11, 12	Career	Career - Parent/Student Meetings utilizing Naviance - Emerging Engineering experience at LCTI for female students encouraging career exploration in STEM 9,10	Non-Counselor Related
Personal/Social	Personal/Social - Individual Parent/Student Meetings - Student to Student Mediations - 504 accommodations emailed to teachers/entered into Sapphire - College applications & letters of recommendation	Personal/Social - New Student Orientation and Luncheon - Senior Individual Meetings - College Application Process	
Percentage of Time 10%	Percentage of Time 30%	Percentage of Time 40%	Percentage of Time 20%

9. **Curriculum Action Plan:** (Black is for current programming and red is for proposed)

Grades K-3

Lesson Content/ Program Content	ASCA Domain & CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
New Student Orientation and returning student sneak peek	A:A1:2	Information about the school for students and parents	August	820	Both Elementary Schools	Feedback from parents and students	Educators, Administrators, Counselors, Students	Elementary Principals
Open House	A:A1:2 A:A1.3	Information about the school, curriculum, and teacher expectations.	September	820	Both Elementary Schools	Feedback from parents and students	Educators, Administrators, Counselors, Students	Elementary Principals
Student Agendas	C:A2:9	Student agendas	September-June	820	Both Elementary Schools	Feedback from parents and students	Educators, Administrators, Counselors, Students	Elementary Principals
Appropriate	A:A1.4	Researched	September -	Students in	Both	Progress	Educators,	Elementary

placement of students into intervention	A:A2.4 A:A2.3 A:B1.3	based intervention programs	June	intervention – varies by student need each year	Elementary Schools	monitoring data	Administrators, Counselors, Students	Principals
Diagnostic Academic Testing	A:B1.2 A:B2.1	Testing materials from the school psychologist and reading specialist	September-June	Students as identified	Both Elementary Schools	Testing results and data	Educators, Administrators, Counselors, Students	Elementary Principals
Benchmarking testing at Beginning, Middle, and End of year	A:B2.3 A:B2.2	DIBELS and Star Math Benchmarking assessments	September, January, and May	820	Both Elementary Schools	Testing results and data	Educators, Administrators, Counselors, Students	Elementary Principals
Progress Monitoring	A:B2.5 A:B2.2	DIBELS and Star Math progress monitoring	September-June	200-250	Both Elementary Schools	Testing results and data	Educators, Administrators, Counselors, Students	Elementary Principals
RtII (IST)	A:B1.4	Assessment,	September -	Varies by student need	Both	Testing	Educators,	Elementary

Meetings	A:B1.6 A:B2.2	progress monitoring data, classroom data	June	each year	Elementary Schools	results and data	Administrators, Counselors, Students, parents	Principals
Parent - Teacher Conferences	A:C1.1 A:B2.6		November	820	Both Elementary Schools	Feedback from parents	Educators, Administrators, Counselors, Students	Elementary Principals
Social Studies Community Curriculum	C:A1.2	Social Studies and ELA curriculum materials	September-June	2 nd grade	Both Elementary Schools	Classroom assessments	Educators, Students	Elementary Principals
Students provided with appropriate Core Curriculum	C:A2.1	Curriculum materials for the Southern Lehigh curriculum	September - June	820	Both Elementary Schools	Curriculum based assessments	Educators, Administrators, Counselors, Students	Elementary Principals
Second Step	C:A2.5 C:A2.7 PS:A1.2	Second Step Program Kit	September-June	820	Both Elementary Schools	Observation throughout the lesson	Educators, Administrators, Counselors, Students	Elementary Principals

	PS:A1. 5 PS:A2. 3 PS:A2. 4 PS:A2. 6 PS:A2. 7 PS:A2. 8 PS:B1. 3 PS:B1. 4 PS:B1. 2							
School-wide Positive Behavior Support System	PS:A1. 1 PS:A1. 6 PS:A1. 7 PS:A1. 8	School area lessons plans, student referral forms, parent information,		820	Both Elementary Schools	Student referral forms, observations, teacher and student feedback	Educators, Administrators, Counselors, Students	Elementary Principals

	PS:A1.9 PS:A2.2 PS:B1.2 PS:B1.5	expectation posters, positive reinforcements						
Health instruction	A:A3.1 PS:A1.4	Health and Wellness curriculum	September - June	820	Both Elementary Schools	Assessment throughout the health lessons	Educators, Administrators, Counselors, Students	Elementary Principals
Monthly Family Workshops	A:A1.5 A:A2.2 A:A3.5	Reading, math, writing, take home support materials	Monthly September-June	30	Both Elementary Schools-Full Day Kindergarten Program	Family feedback	Educators, Administrators, Counselors, Students	Elementary Principals

Grades 4-6

Lesson Content/ Program Content	ASCA Domain & CEW	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
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	Domain							
Student Orientation	A:A1.2	Information about the Intermediate School	August	735	IS Auditorium and classrooms	Feedback from parents, students, and staff	Educators, Administrators, Counselor, Students, Parents	Mary Farris, Tara Cooke
Host 3rd grade students for a visit to the IS	A:B2.1	Information about the Intermediate School	May	225-250	IS cafeteria and classrooms	Feedback from parents, students, and staff	Administrators, Educators, Counselors, Students, Parents	Sean McGinty, Tara Cooke
Take 6th grade students for a visit to the Middle School	A:B2.1	Information about Middle School programs	May	267	Middle School - Auditorium	Feedback from parents and students	Counselors, Administrators, Educators, Students	Anne Cooper, Tara Cooke
Grade 4 introduction to careers lessons	13.1.3.A, 13.1.11.A	Information and curriculum obtained from various resources	September through May	229	Classroom	Feedback from students and educators	Counselor, School Psychologist, Educators	Tara Cooke
Grade 5 exploration of careers lessons	13.3.3.A, 13.3.5.A	Information and curriculum obtained from pacareerzone.org	September through May	239	Classroom	Feedback from students and educators	Counselor, School Psychologist, Educators	Tara Cooke
Grade 6 career interest inventory and potential careers lessons	13.1.3.B, 13.1.8.B	Information and curriculum obtained from mappingyourf	September through May	267	Classroom	Feedback from students and	Counselor, School Psychologist, Educators	Tara Cooke

		uture.org				educators		
Grade 4 introduction to the counselor lesson	16.2.5.E, 16.2.12.E	Information and curriculum obtained from various resources	September	229	Classroom	Feedback from students and educators	Counselor, School Psychologist, Educators	Tara Cooke
Classroom Presentations on Guidance topics when needed	16.1.5.C, 16.1.12.C	Information and curriculum obtained from various resources	September through May	735	Classroom	Feedback from students and educators	Counselor, School Psychologist, Educators	Tara Cooke, Brynne Rice
School-Wide Positive Behavior Support Lessons and Implementation of School-Wide Reinforcement	A:A1.5, A:A3.1, A:A3.2	Information and curriculum obtained from various resources	August through June	735	School-wide	Feedback from parents, students, and staff	Educators, Administrators, Counselor, School Psychologist, Students, Parents	Sean McGinty, Brynne Rice, Tara Cooke

Grades 7-8

Lesson Content/ Program Content	ASCA Domain & CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Student	A:A1.2	Information	August	275	Middle	Feedback	Educators,	Anne

Orientation		about Middle School programs			School - Auditorium	from parents and students	Administrator, Counselor, Students	Cooper
Grade 7th & 8th grade Classroom Course selection presentations	A:B2.1, A:B2.4	Information about High School Programs	January	260	Classrooms	Feedback from parents and students	HS Counselors	Tamme Westbrooks Anne Cooper
Host 6th grade students for a visit to the Middle School	A:B2.1	Information about Middle School programs	May	260	Middle School - Auditorium	Feedback from parents and students	Counselors, Administrator, Educators	Anne Cooper, Tara Cooke
LCTI Bulletin Board	13.1.8	Materials from LCTI	November	525	Outside Cafeteria	Feedback from students	Counselor	Anne Cooper
LCTI 8th grade tours	13.1.8	Information from LCTI programs	November	260	Lehigh County Technical Institute	Feedback from parents, students and educators	Counselor, LCTI staff	Anne Cooper
LCTI 8th grade presentation	13.1.8	Information from LCTI programs	November	260	Middle School - Auditorium	Feedback from parents, students and	Counselor, LCTI staff	Anne Cooper

						educators		
Unit on Careers in Career and Tech Exploration class	13.1.8, 13.2.8	SLMS Business education curriculum	November through March	260	Classrooms	Surveys and assessments	Educators	Anne Cooper, Jennifer Kindt, Lori Frasch
8th Grade Career Fair	13.2.8	SLMS Business education curriculum	March	260	Middle School Gymnasium and classrooms	Surveys and feedback from educators, students and parents	Educators, Administrator and Counselor	Anne Cooper, Jennifer Kindt, Lori Frasch
Table Talk with LCTI staff	13.1.8	Information from LCTI programs	April	525	Outside Cafeteria	Feedback from students and educators	Counselor, LCTI staff	Anne Cooper
SAP assembly	16.1.12.A	Information about Student Assistant Team	September	260	Auditorium	Feedback from students and number of SAP referrals from students	Counselor, Educators and Administrator	Anne Cooper
Health Fair	16.1.5.C,	Information on	October	525	Outside	Feedback	Counselor	Anne

Table	16.1.8.C	drug and alcohol abuse	and March		Cafeteria	from students and educators	and Center for Humanistic Change Staff	Cooper
LINC Mentoring Program	16.1.8.C, 16.1.12.C	Curriculum developed by MS LINC committee	September through May	525	Classrooms	Pre/Post Surveys and feedback from students and staff	Counselor, Educators and Administrator	Anne Cooper
Classroom Presentations on Guidance topics when needed	16.1.5.C, 16.1.12.C	Information and curriculum obtained from various resources	September through May	525	Classrooms or Auditorium	Feedback from students and educators	Counselor, School Psychologist, Project Success Mentor	Anne Cooper, Erica Rich
Coordinate Red Ribbon Activities	16.1.5.C, 16.1.8.C	Materials supplied by SAP Team	Last week in October	525	Middle School	Feedback from students, staff and community	Counselor, SAP Team	Anne Cooper

Grades 9-12

Lesson Content/ Program Content	ASCA Domain & CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
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Current 8 th Grade Parent Course Selection Meeting	A.C1.6 13.1.11.F 16.1.8.D 16.1.12.D	PowerPoint Presentation, Program of Studies	February	Parents of students in grade 8	HS Auditorium	Parent Feedback	Parents, Students, Educators	HS Counselors
9 th Grade/New Student Orientation	16.1.8.D 16.1.12.D	Schedules, Presentation, Club Rush	August	Approx. 150 9 th graders	High School	Student Survey	Educators, Students	HS Counselors
Course Selection Grade Level Meetings	13.1.11A 13.1.11.D 16.1.8.D	Program of Studies	January/February	800	High School	Questions from students/parents; feedback from staff	Educators, Students, Parents	HS Counselors
Individual Meetings with Grades 9-11 to review academic progress, course selection for next school year, review career objectives	13.1.11.G 13.1.11.H 13.2.11.D 13.3.11.G	Program of Studies, Naviance, Sapphire	February – May	800	HS Guidance Office	Feedback from students	Educators, Students	HS Counselors
Individual Meetings with Juniors & Parents to discuss post secondary options, planning, & application process	13.1.11.F	Naviance, Sapphire, Packet of Information	February/ March	250	HS Guidance Office	Feedback from students/parents; usage in Naviance	Students, Parents	HS Counselors
PSAT Testing	A:B2.2	Testing Materials	October	Available to	High School	PSAT	Educators,	Tamme

	A:B2.4			students in 10 th and 11 th grade (Approximately 200 students)		Results, Number of testers	Students	Westbrooks
PSAT Results Return	A:B2.2 A:B2.4	PowerPoint	December	200	High School Auditorium		Educators, Students	HS Counselors
ASVAB Testing	13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.H 13.3.11.A	Testing Materials	September	20	High School Board Room		Educators, Students	Christina Piascik
Financial Aid Night	13.1.11.E 13.3.11.D	FAFSA booklet & other PHEAA handouts	December	College-Bound 9-12 Graders	High School Auditorium	Evaluation Form	Educators, Parents, Students	HS Counselors
FAFSA Completion Night	:B2.1 A:B2.3 :B2.4 A:B2.5 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.G 13.1.11.H 13.3.11.A 16.1.8.D 16.1.12.D	FAFSA booklet & other PHEAA handouts	February	College-Bound 12 th Graders	Computer Lab	Evaluation Form	Educators, Parents, Students	HS Counselors
College Planning	13.3.11	College Planning	Spring/	College-	High School	Evaluation	Educators,	HS Counselors

Program		Handouts, PowerPoint	Winter	Bound Students Grades 9-12	Auditorium	Form	Parents, Students	
Sophomores will complete a resume	A:C1.6 13.1.11.A 13.1.11.H 13.2.11.B 13.2.11.C 13.2.11.E	Naviance, handouts	Fall or Spring Semester	10 th Graders	CTA Class (Semester Course)	Graded resume	Educators, Students	Business Dept. Teachers
Sophomores will participate in job shadowing	13.1.3.E 13.1.3.G 13.1.3.H 13.2.5.A 13.2.3.E	Handouts	Fall or Spring Semester	10 th Graders	CTA Class	Reflection Paper, Presentation, Discussion with guidance counselor	Educators, Students	Business Dept. Teachers
Sophomores will begin to develop career portfolio	13.1.11.G 13.1.11.E	Naviance	Fall or Spring Semester	10 th Graders	CTA Class	Portfolio in Naviance; Graduation Project	Students, Parents, Educators	Business Dept. Teachers
Freshmen will complete survey in Naviance	A.B2.1 13.1.3.B	Naviance	Fall Semester	9 th Graders	Freshmen Academy	Results reviewed with Counselor in 9 th Grade Introductory Meeting	Students, Educators	HS Counselors
Freshmen will be introduced to	13.1.3.H	Naviance - Road Trip Nation	Fall Semester	9 th Graders	Freshmen Academy	Naviance Usage	Students, Parents,	Freshman Academy

career information in Naviance	13.1.5.G	Videos & Career Portfolio					Educators	Teachers, HS Counselors
Individual Senior Meetings to review postsecondary plans, application process, and academic progress	13.1.11.F 13.1.11.G 13.1.11.H 13.2.11.D 13.3.11.A 13.3.11.G	Handouts, Naviance, Sapphire	September/October	12 th graders	Guidance Office	Career/College Plan	Educators, Students	HS Counselors
Students will revisit and revise career portfolios	13.1.11.D	Naviance	Spring	11th & 12th Graders	Guidance Office	Portfolio in Naviance	Students, Parents, Educators	HS Counselors
Bullying Presentation	16.2.5.B 16.2.8.B 16.2.12.B 16.3.12.C	Video, Student Panel of Speakers	Fall	9 th graders	High School Auditorium	Survey	Educators, Students	Lynne Kelly

10. **Organizing Career /Postsecondary Resources:**

Through some programs that are currently offered and through expanding programs in the Southern Lehigh School Counseling Department, we will utilize the following resources to aide us in further enhancing the career-counseling program.

Resource Types	List Resources
<u>Organizations/Agencies</u>	Center for Humanistic Change 100A Cascade Drive, Allentown, PA 18109

	<p>610-443-1595</p> <p>Pennsylvania Higher Education Assistance Agency Michael Burke 215-205-5451 Email: mburke@pheaa.org</p> <p>Lehigh Valley Workforce Development Board, Inc. Cindy Evans, Director of Youth Initiatives 555 Union Boulevard Allentown, PA 18109 610-841-1004 cevens@lvwib.org</p> <p>Lehigh Career & Technical Institute 4500 Education Park Drive Schnecksville, PA 18078 610-799-2300</p> <p>United Way of the Greater Lehigh Valley, 1110 American Parkway Northeast, Allentown, PA 18109 610-758-8010</p>
<u>Networking Opportunities</u>	<p>QNB Bank P.O. Box 9005 Quakertown, PA 18951-9005 215-538-5600</p> <p>Bracalente Manufacturing Group</p>

	<p>20 W. Creamery Road, Trumbauersville, PA 18970 215-536-3077</p> <p>Job Corps Melissa Huhn (huhn.melissa@jobcorps.org) 610-373-5200</p> <p>Jennifer Aquila, Director of HS Connections Lehigh Carbon Community College 610-799-1120</p> <p>Military</p>
<u>Online Resources</u>	<p>AmeriCorps: www.americorps.gov PA Career Zone: www.PACareerZone.org Mapping Your Future: www.mappingyourfuture.org ONet – onetonline.org ACT: www.actstudent.org College Board: www.collegeboard.org Career Cruising: www.careercruising.com Naviance - https://connection.naviance.com/family-connection/auth/login/?hsid=slshs</p>

11. Individualized Academic/Career Plan:

Career planning begins in grade 4 with an introduction to careers. In grades 5 and 6, students continue to explore careers and potential pathways, helping them to find their “spark”. Continuing in 8th grade, all students will develop a career portfolio in their Career and Technical Exploration class. The portfolio will consist of a career interest search, a sample job application, a

resume, cover letter, thank you letter, and ratings from their mock interview during career day. Students will create both an electronic copy and hard copy of their portfolio. The hard copy of their portfolio will follow them to the High School. In 10th grade students will revisit their career portfolio in their Careers and Technology Applications class. During this class, students will work on their graduation project that will encompass job shadowing and creating business and career-related documents and products.

12. **Career and Technical Center Strategy:**

Lehigh Career and Technical Institute (LCTI)

Student Awareness:

Grade	Program/Event	Stakeholder/Delivering	Data Used/Success Indicator	Start and End Dates	Contact Person
7&8	LCTI bulletin board	Educators	Comments, questions and answers	Late fall/Early Winter	Anne Cooper
8	LCTI Presentation	Educators	Comments, questions and answers	November	LCTI staff, Anne Cooper
8	LCTI student tours	Educators/Students	Questions and answers, Enrollment requests	November/December	LCTI staff, Anne Cooper
8	Invitation to LCTI Open Houses	Educators	Open House attendance	Fall and Spring	Anne Cooper, LCTI staff
7&8	LCTI Table Info Session	Educators	Questions and Answers	Winter	Anne Cooper, LCTI Staff
8-10	Course Selection	Educators	Completed course selection sheets	Winter	Anne Cooper, Carl Crouse, Tamme Westbrooks, Lynne Kelly
9-11	Individual Tours	Educators	Number of tours arranged	School Year	Martha Figueroa, LCTI
11	Emerging Health	Educators/Students	Questions and answers	Winter	Tamme Westbrooks,

	Information Session				Anne Cooper, TBA
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Parent Awareness:

Program/Event	Stakeholder/Delivering	Data Used/Success Indicator	Start and End Dates	Contact Person
Invitation to LCTI Open Houses	Educators	Open House attendance	Fall and Spring	Anne Cooper, LCTI staff
Course selection parent nights	Educators	Questions from parents	Winter	Anne Cooper, Carl Crouse, Tamme Westbrooks, Lynne Kelly

Educator Awareness:

Program/Event	Stakeholder/Delivering	Data Used/Success Indicator	Start and End Dates	Contact Person
LCTI Tour Chaperones	Educators	Number of enrollment requests	November/December	Anne Cooper
8 th grade LCTI presentation	Educators	Comments, questions and answers	November	Anne Cooper

13. Job Description:

Function of Position: Provides the necessary school counseling at the intermediate through high school levels in the areas of individual and group counseling; staff and student orientation; test preparation administration and interpretation; information maintenance and dissemination; and cooperation with staff, administration and the community.

Reporting Relationships: Reports directly to the Building Principal and to the Director of Special Education. Provides communication as required concerning the achievement of objectives, summary of activities, and other matters relating to the function of the school counselor.

Duties and Responsibilities:

1. Counsel individually and/or with selected groups of students.
2. Consult with staff and parents on issues concerning individual student needs.
3. Refer to outside agencies when appropriate.
4. Provide orientation activities for students and parents throughout the high school program.
5. Administer and interpret standardized achievement instruments.
6. Counsel students to prepare and maintain a plan to reach their postsecondary goals.
7. Maintain, secure and disseminate pupil records in accordance with district, state and federal policy and regulation.
8. Provide students and their families with information relevant to postsecondary experiences.
9. Facilitate career exploration and decision making through a variety of methods.
10. Utilize a variety of media sources to maintain communication with the school and community.
11. Serve as a member of the Student Assistance Team.
12. Assist the administration in the resolving conflicts in the Master Schedule as they relate to individual student schedules.
13. Participate in crisis intervention.
14. Pursue opportunities for professional development and enhance counseling skills.
15. Initiate the referral process for students with exceptional needs.
16. Assist students in developing an awareness of self and acceptance of others.

Education, Experience, Special Skills, or Training:

Master's degree in Counselor Education from an accredited institution of higher education.

Pennsylvania certification in guidance at the elementary and/or secondary level.