

Northampton Area School District



K-12 Comprehensive School Counseling Plan

School Counselors and Assignments

Counselor Name	Building	Caseload
Susan DiCrosta	George Wolf Elementary School	509
Adrienne Costenbader	Lehigh Elementary School	517
Robin Hart*	Franklin/Siegfried Elementary Schools	269
Kelly Waters	Siegfried Elementary School	617
Sarah Whitworth	Moore Elementary School	474
Jennifer Borzillo	Northampton Area Middle School	456
Katherine Carney	Northampton Area Middle School	457
Deana Ferry	Northampton Area Middle School	446
Sally Whittaker-Kahan**	Northampton Area Middle School	N/A
Ryan Brobst	Northampton Area High School	335
Kimberly Butryn	Northampton Area High School	299
David Remaley	Northampton Area High School	340
Nadine Rupp	Northampton Area High School	306
Christina Thrash	Northampton Area High School	258
Jason Winchenbach	Northampton Area High School	346

ASCA recommends a student to counselor ratio of 250:1

*Denotes Half-time Counselor

**Denotes Career Education Teacher

District Mission Statement

Northampton Area School District is dedicated to educating and developing responsible citizens who learn from the past, listen to the present, and lead our future.

“Learn, Listen, and Lead.”

Counseling Department Mission Statement

The mission of the Northampton Area School District Comprehensive School Counseling Program is to ensure that all students in the district will have equitable access to the resources needed to promote academic, career, personal, and social development. In partnership with educators, parents, businesses, the community, and post-secondary programs, the Northampton Area School District counselors strive to assist students in reaching their greatest potential to become leaders in an ever-changing world.

Program Goals

Elementary School Program Goals

Academic

During the 2017-18 school year, 100% of students with ten or more unlawful absences will be counseled regarding the importance of school attendance and how it impacts learning and 100% of the parents of those students will be contacted to express the importance of school attendance.

Personal/Social

During the 2017-18 school year, 100% of K-3 classrooms will be scheduled to participate in structured problem-solving skill activities via Second Step Curriculum.

Career

During the 2017-18 school year, 100% of fifth grade students will be scheduled for an introduction to post-secondary options and career training programs in the community.

Middle School Program Goals

Academic

During the 2017-18 school year, 100% of 8th grade students will be scheduled to participate in a Career Exploration course as a part of their academic schedule.

Personal/Social

During the 2017-18 school year, 100% of 6th, 7th, and 8th grade students will be scheduled to participate in a classroom lesson focusing on personal and/or social development.

Career

During the 2017-18 school year, 100% of 8th grade students will be scheduled to visit the Bethlehem Area Vocational Technical School.

High School Program Goals

Academic

During the 2017-18 school year, 100% of ninth grade students will be scheduled for an overview presentation of the Naviance college and career software program.

Personal/Social

During the 2017-18 school year, 100% of students in grades 9-12 will be scheduled to meet individually with their school counselor, review post-secondary goals, and discuss pathways to assist in meeting those goals.

Career

During the 2017-18 school year, 100% of ninth grade students will be scheduled to complete at least one career planning assessment from the Naviance college and career software program.

Stakeholders

Northampton Area School District Counselors will collaborate and coordinate with a variety of resources, agencies, and stakeholders in developing a comprehensive K-12 school counseling program that supports the growth of all students in our district.

Students

Northampton Area School District students will benefit from the NASD comprehensive K-12 School Counseling program by receiving curricula focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to a successful future. Through exposure and exploration, students in K-12 will be made aware of career opportunities within their community, nation, and world. They will gain an understanding of how perseverance in school and everyday decisions can affect their postsecondary and career options. Students will be active participants in identifying their personal strengths, abilities, and interests leading them to their career paths.

As active members of the Advisory Council, students will be encouraged to provide feedback regarding program effectiveness. Their input will assist in improving the efficiency and effectiveness of the comprehensive counseling program.

Parents

Parents of student in the Northampton Area School District will benefit from the counseling department's delivery of a comprehensive career development program. Throughout their child's development, parents will be educated on topics of career interests in a changing workforce and the skill requirements needed for pursuing a wide range of postsecondary career, college, and continued learning options.

Parents know their children best and lay the foundation for skill development. As members of the Advisory Council, parents will help to identify their child's strengths and abilities and build on this knowledge to provide resources to guide students into their chosen pathways.

“Big Idea”	Grade Level	Activities /Event Description
To connect an outside resource to build the program	Elem	Expand Career Day: Invite parents of students and/or community volunteers to speak about their careers
	HS	Office of Vocational Rehabilitation (OVR) Early Reach Initiative: Offer Annual Parent Info Session
	Elem, MS, HS	Invite all parents (all levels) to HS College Fair and Financial Aid Night
To connect parents to the Career and Technical Center (CTC) and post-secondary options	HS	Include BAVTS representatives to present programs/options at HS Parent Nights (Open House, 9th grade Orientation, etc.)
	HS, MS, Elem	Invite parents at all levels to BAVTS Open House
How to teach the parents about the K-12 plan and the program	HS, MS, Elem	Include program explanation in HS Financial Aid Night, College Fair, Open House, 9th grade orientation
	MS	Increase activities that connect middle school parents to Career Exploration classroom and teacher
	Elem	Provide parents a summary of career focused classroom lessons with follow-up questions for parents to use as conversation starters with their children at home
	Elem, MS, HS	Utilize Naviance, Career Cruising, Schoology, Twitter, Blackboard, and other electronic resources to communicate about programming

Educators

Within a comprehensive K-12 school counseling program, educators will benefit by expanding their knowledge base of career options in order to help prepare students to become significant contributors to society.

Educators will contribute to this program by connecting their curricula to various facets of career exploration and acquisition by enhancing and linking course content to meaningfully realistic job opportunities that would be available to their students in the future. By facilitating personal and educational growth in significant ways, all students will have access to career development opportunities. As members of the Advisory Council, educators will help to identify students' strengths and abilities and build on this knowledge to provide resources to guide students into their chosen pathways.

“Big Idea”	Grade Level	Activities /Event Description
To connect an outside resource to build the program	HS, MS, Elem	Develop and utilize alumni database to connect alumni career network to current students and staff.
		Participate in industry tours and events
To connect staff to the Career and Technical Center (CTC)	HS, MS, Elem	Offer staff tours of BAVTS
		Vo-Tech staff/ reps/ students come into classrooms to speak to staff and students about programs.
How to teach the staff about the plan and the program	HS, MS, Elem	In-service, faculty meetings, department meetings, elementary morning meetings
		Involve staff in teaching career development; Have staff complete Holland profile and visit corresponding businesses in cluster

Business/Community

The business community will benefit from the Northampton Area School District Counseling Program by having a more prepared and educated workforce. Through business and community investment and commitment to the district counseling program, businesses will be able to engage in a productive partnership with the school district that prepares all students for the changing needs and demands of the 21st century workforce. Employers will benefit by assisting in the development of future employees who have an understanding of the value of effective communication, problem-solving, and goal setting skills.

Business and community partners can assist students by providing opportunities for job shadowing, work-based learning, participation in career fairs, and ongoing access to business facilities through on-site tours and educational programming. Businesses can also coordinate with educators to teach the hard and soft job skills necessary for students to become successful employees. Business members will be an essential component of the District Advisory Council.

“Big Idea”	Grade Level	Activities /Event Description
Connect staff with outside resources	Elem, MS, HS	Develop a list of companies or businesses that can provide classroom presentations to promote authenticity of subject matter.
Develop a new activity for students outside the building	MS	Eighth grader students will participate in an informational tour (or a virtual tour) of BAVTS to become aware of vocational opportunities.
Choose a panelist or other business professional and meet them to grow network.	MS, HS	Expand our company relationships. We currently work with a group of reps from each cement company, and they do a presentation with our MS students; we will look to expand those presentations to other grade levels and add other business professionals.

Post-Secondary

Post-secondary stakeholders will benefit from this program because they will be receiving students who have previously engaged in a K-12 Comprehensive Career Program. As a result, the students who will be attending a two-year college, 4-year College, technical school, apprentice program, and the military will be more knowledgeable about the options that are available to them. These students will be able to make more educated decisions about their post-secondary plans.

The K-12 Comprehensive Career Program will benefit from building partnerships with post-secondary stakeholders. Post-secondary opportunities can be accessed by students through dual enrollment, early admission programs, and cooperative education programs. Post-secondary representatives will also help expand students’ knowledge base of post-secondary options through participation in high school visits, classroom presentations, college fair attendance, as well as participation on the Advisory Council.

“Big Idea”	Grade Level	Activities /Event Description
Increase parent and staff awareness of post-secondary options	Elem, MS, HS	Invite parents at all levels to attend College Fair and Financial Aid Night at HS
	MS, HS	Inform parents about future careers and postsecondary educational opportunities during “Meet the Teacher Night.”
	Elem	Introduce the career component of the counseling program and share “Success in the New Economy” video at “Meet the Teacher Night”
Create student awareness of an unfamiliar post-secondary resource	Elem, MS, HS	Invite students at all levels to attend College and Financial Aid Night
	Elem	Expand career guidance lessons at elementary level with discussion of postsecondary options that correspond to career choices
	HS	Inform high school students about dual enrollment opportunities through local colleges as a way to earn college credit while still in high school and explore postsecondary educational programs
What do you need to do/add to program to connect to post-secondary?	HS	Create a database of job shadow contacts and opportunities for students.
	Elem	Incorporate participation from all elementary buildings in annual Career Day event.

Role of the School Counselor

Leader

The Northampton Area School District counselors act as leaders...

- by developing, delivering, and evaluating the comprehensive school counseling program.
- by using data to identify barriers to student learning and working to remove those barriers.
- by serving on school based leadership/school improvement teams related to the welfare of all students.
- by serving on district level curriculum teams.
- by supporting the school as a safe and welcoming community.

Advocate

The Northampton Area School District counselors act as advocates...

- by supporting and promoting the interests of all students and assisting them in their interactions with peers, educators, parents, and the community.
- by working to impact attitudes and remove barriers students face to insure that the whole child is understood.
- by working with students individually or in small and large groups to assist students in reaching personal academic, career, and social/emotional successes.
- by collaborating with educators, parents, and the community on behalf of students so that all stakeholders are able to gain the knowledge needed to address the unique needs of all children.
- by serving in a variety of capacities within the school to guarantee that support services are available and working with fidelity to best promote student success.
- by responding with urgency to address students in crisis and work to secure services needed.

Collaborator

The Northampton Area School District counselors demonstrate collaboration...

- by working with all stakeholders to create an environment that focuses on student achievement, the development of leadership potential of all students, and helping students become positive contributors to society.
- by considering each student's unique needs regarding program development.
- by seeking to connect with a variety of community members and resources to develop a K-12 school counseling program advisory council.

Agent of Systemic Change

The Northampton Area School District counselors demonstrate systemic change by:

- identifying systemic barriers through data analysis, in-service training, and collaboration with teachers, administration, parents, students, and outside agencies.
- designing comprehensive programs that seek equitable delivery of the program components to all students despite their areas of need.
- creating clear guidelines and practices that address societal issues in our ever-changing world.

Advisory Council

The 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.

Meetings will occur in conjunction with the district-wide K-12 Comprehensive Plan revision process and will include representatives from that planning committee.

Comprehensive Plan K-12 Planning Committee

Name	Role
Krista Ames	High School Teacher - Regular Education : Special Education
Nancy Anderson	High School Teacher - Regular Education : Professional Education
John Bendekovits	Instructional Coach/Mentor Librarian : Professional Education
Barbara Bleacher	Middle School Teacher - Special Education : Special Education
John Blick	High School Teacher - Regular Education : Professional Education
Jennifer Borzillo	Ed Specialist - School Counselor : Professional Education

Katherine Carney	Ed Specialist - School Counselor : Professional Education
Jasmin Cavallo	Student : Professional Education
Jennifer Cole	Parent : Professional Education
Deborah Collins	Ed Specialist - School Nurse : Professional Education
Maya Costanzo	Student : Professional Education
Nicole Cramer	Elementary School Teacher - Regular Education : Professional Education
Sarah Cron	Elementary School Teacher - Special Education : Special Education
Glenda Cuchran	Elementary School Teacher - Regular Education : Professional Education
Carol Cunningham	Administrator : Professional Education
Curt Dimmick	Administrator : Professional Education
Cyndi Dolan	High School Teacher - Special Education : Professional Education
Nicole Duncan	Elementary School Teacher - Regular Education : Professional Education
Tiffany Eberhart	Special Education Director/Specialist : Special Education
Marty Fella	Business Representative : Professional Education
Rebecca Fox	Elementary School Teacher - Regular Education : Professional Education

Chuck Frantz	Business Representative : Professional Education
Patti Gaetaniello	Instructional Technology Director/Specialist : Professional Education
Jeanette Gilliland	Administrator : Professional Education Special Education
Robyn Ginther	Middle School Teacher - Regular Education : Professional Education
Elizabeth Grammes	Administrator : Professional Education Special Education
Stacy Hageman	Elementary School Teacher - Regular Education : Professional Education
Felicity Hahn-Panovec	Ed Specialist - School Psychologist : Professional Education
Lydia Hanner	Student Curriculum Director/Specialist : Professional Education Special Education
Elizabeth Horvath	Student : Professional Education
Deborah Hunter	High School Teacher - Regular Education : Professional Education
Melinda Jacobson	Elementary School Teacher - Regular Education : Professional Education
Ronia Jarrah	Elementary School Teacher - Regular Education : Professional Education
Steven Kachmar	Ed Specialist - School Psychologist : Professional Education Special Education

Christina Keller	Community Representative : Professional Education
Joseph Kovalchik	Administrator : Professional Education
Pamela Kremus	Elementary School Teacher - Regular Education : Professional Education
Lori Kuhns	Administrator : Professional Education
Shelly Ladd	Parent : Professional Education
David Lafferty	Administrator : Professional Education
Amanda Lehman	Parent : Special Education
Kimberly Levin	Administrator : Professional Education
Sally Madden	Instructional Coach/Mentor Librarian : Professional Education
Megan McHugh	Ed Specialist - School Nurse : Professional Education
Susan Neal	Elementary School Teacher - Special Education : Special Education
Deborah Ohmacht	Special Education Director/Specialist : Special Education
Kathleen Ott	Administrator : Professional Education
Kurt Paccio	Instructional Technology Director/Specialist : Professional Education
Nicholas Politi	Community Representative : Professional Education
Suzanne Rockovits	Elementary School Teacher - Regular Education : Professional Education

Danielle Schaffer	Elementary School Teacher - Regular Education : Professional Education
Doug Schmidt	Middle School Teacher - Regular Education : Professional Education
Michelle Schoeneberger	Student Curriculum Director/Specialist : Professional Education
Stephen Seier	Administrator : Professional Education
Stephen Serensits	Administrator : Professional Education
Robert Steckel	Administrator : Professional Education
Nicolette Teles	Student Curriculum Director/Specialist : Professional Education
Gene Thrash	High School Teacher - Regular Education : Professional Education
Christina Thrash	Ed Specialist - School Counselor : Professional Education
Beth Trexler	Ed Specialist - School Nurse : Professional Education
Gretchen Troxell	High School Teacher - Special Education : Special Education
Rhonda Tucker	Parent : Special Education
Patrice Turner	Administrator : Professional Education
Cheri Voth	Elementary School Teacher - Regular Education : Professional Education
Katie Wasilko	Student : Professional Education
Kelly Waters	Ed Specialist - School Counselor : Professional Education

Ashley Wayda	Instructional Technology Director/Specialist : Special Education
Holly Weitknecht	Parent : Professional Education
Kristin Weller	Middle School Teacher - Regular Education : Professional Education
Sarah Whitworth	Ed Specialist - School Counselor : Professional Education
Beth Wills	Middle School Teacher - Regular Education : Professional Education
Kelly Wood	Elementary School Teacher - Regular Education : Special Education
Monica Young	Elementary School Teacher - Regular Education : Professional Education
Robin Zamadics	Elementary School Teacher - Special Education : Special Education

Program Calendar

Elementary School Counseling Program Calendar

Color Key: Green - Guidance Curriculum, Purple - Prevention, Intervention, and Responsive Services, Orange - Individual Student Planning, and Blue - System Support

<u>July</u>	<u>January</u>
Academic: - Review files of kindergarten and incoming transfer students - Kindergarten assessments as needed - Review preliminary class lists	Academic: - Elementary guidance meeting - Attend grade level meetings - Attend faculty meetings
Career:	Career: - Career Development Journal (LE)
Personal/Social: - Parent contacts as needed - SWPBS core team planning meeting	Personal/Social: - Elementary guidance meeting - Begin small guidance groups
<u>August</u>	<u>February</u>
Academic: - Kindergarten orientation - New family/student orientation - Kindergarten assessments as needed	Academic: - Attend grade level meetings - Attend faculty meetings - Elementary guidance meeting

<ul style="list-style-type: none"> - 504 plan dissemination - Mandated reporter training - Professional development 	
Career:	Career:
Personal/Social: <ul style="list-style-type: none"> - Kindergarten orientation - SWPBS core team planning meeting and beginning of year kick-off for SWPBS and No Place for Hate - Mandated reporter training - Professional development - Suicide prevention training - Preliminary contact with SAP therapists 	Personal/Social:
<u>September</u>	<u>March</u>
Academic: <ul style="list-style-type: none"> - "Meet the Teacher" night - Schoolwide/SWPBS lessons delivered - Consultative services with parents, staff and administration - Attend grade level meetings - Attend faculty meetings 	Academic: <ul style="list-style-type: none"> - Attend grade level meetings - Attend faculty meetings - Assist in PSSA administration
Career: <ul style="list-style-type: none"> - Career Development Journal (LE) 	Career: <ul style="list-style-type: none"> - Career Development Journal (LE)
Personal/Social: <ul style="list-style-type: none"> - Begin consultative services with parents, administrators and teachers - Schoolwide/SWPBS lessons delivered - Begin Second Step classroom guidance lessons - Begin Steps to Respect classroom guidance lessons - Coordinate lessons delivered by outside agencies 	Personal/Social:

<u>October</u>	<u>April</u>
Academic: - Attend grade level meetings - Attend faculty meetings	Academic: - Attend grade level meetings - Coordinate and assist with kindergarten assessment
Career: - Community Helpers unit in Kindergarten (GW)	Career:
Personal/Social: - Elementary guidance meeting - Initiate CICO for identified students - Initiate consultation with Truancy Specialist - Collaborate with local agencies/parents to determine need and resources for holiday assistance	Personal/Social:
<u>November</u>	<u>May</u>
Academic: - Attend grade level meetings - Attend faculty meetings - Attend select parent-teacher conferences	Academic: - Attend grade level meetings - Transition meetings with middle school counselor - Elementary guidance meeting - Consult with teachers concerning class lists
Career: - Career Day in Fifth Grade (GW) - Career Development Journal (LE)	Career:
Personal/Social:	Personal/Social:
<u>December</u>	<u>June</u>
Academic: - Attend faculty meetings	Academic: - Fifth grade step-up ceremonies

Career:	Career:
Personal/Social: - Holiday Assistance coordination/delivery for families in need - Begin to seek recommendations for small guidance groups	Personal/Social: - SAP needs survey for next year - End of year kindergarten program

Ongoing Monthly Elementary School Counseling Activities

Counselor Related	Non Counselor Related
Individual counseling (A,P/S,C)	Bus Duty (20-40 min/day, 5x/week)
Crisis counseling (P/S)	Parent Pick-up Duty (10-20 min/day, 5x/week)
Suicide/threat assessments (P/S)	Faculty meetings (60 min/month)
Lunch/bunch group counseling (P/S)	
Coordinate and assist with kindergarten assessments (A)	
Facilitate 504 meetings (A, P/S)	
Conduct gifted screenings and referrals (A)	
Attend and serve as LEA for GIEP meetings (A)	
Attend select IEP conferences and parent meetings (A)	
Children and Youth referrals (P/S)	

Attend select Data meetings (A)	
Grade Level meetings (A)	
SWPBS core team meetings (P/S)	
Liaison to SAP counseling services (P/S)	
Liaison for Truancy Prevention Services (A, P/S)	
Coordinate OT/PT referrals (A)	
Manage CICO referrals and data (A, P/S)	
Coordinate logistics for staffing regarding student referrals for psycho-educational evaluations (A)	
Disseminating information regarding outside referrals and resources (P/S)	
Review of transfer student records (A)	
Facilitate ILI as part of Tier 3 MTSS (P/S)	

Middle School Counseling Program Calendar

<u>July</u>	<u>January</u>
Academic: <ul style="list-style-type: none"> ● Summer school scheduling ● Adjust student schedules as necessary based on academic needs ● IEP meetings as needed ● 504 meetings as needed 	Academic: <ul style="list-style-type: none"> ● Schedule/facilitate student failure meetings
Career: <ul style="list-style-type: none"> ● Website & schoology management 	Career: <ul style="list-style-type: none"> ● Coordinate w/HS counselors for 9th grade orientation- assembly & classroom based/selection sheets ● Career Acquisition lessons (CEWS)
Personal/Social: <ul style="list-style-type: none"> ● New student & parent orientation 	Personal/Social: <ul style="list-style-type: none"> ● Parent meetings as needed ● Initiate/Facilitate RENEW ● Initiate/Facilitate Initial Line of Inquiry (ILOI) ● Individual Counseling/Advising ● Peer Conflict Resolutions
<u>August</u>	<u>February</u>
Academic:	Academic:

<ul style="list-style-type: none"> ● Adjust student schedules as necessary based on academic needs ● Schedule new students ● Schedule Cyber Academy students ● Schedule KORE students ● IEP meetings as needed ● 504 meetings as needed 	<ul style="list-style-type: none"> ● Initiate/Coordinate small group/individual study skills/organization assistance for students w/ need
<p>Career:</p> <ul style="list-style-type: none"> ● Provide in-servicing to staff ● Professional development 	<p>Career:</p> <ul style="list-style-type: none"> ● Begin planning 8th to 9th grade transition activities ● Begin planning 5th to 6th grade transition activities ● Attend Lehigh Carbon School Counselor Association (LCSCA) workshop ● Career Retention & Advancement and Entrepreneurship lessons (CEWS)
<p>Personal/Social:</p> <ul style="list-style-type: none"> ● New student & parent orientation ● Individual student tours as needed ● Individual Counseling/Advising ● Peer Conflict Resolutions 	<p>Personal/Social:</p> <ul style="list-style-type: none"> ● Initiate/coordinate Lunch Bunches ● School Wide Anti-Bullying Assembly-Go Pink ● Individual Counseling/Advising ● Peer Conflict Resolutions
<u>September</u>	<u>March</u>
<p>Academic:</p> <ul style="list-style-type: none"> ● Adjust student schedules as necessary based on academic needs ● Schedule new students ● IEP meetings as needed ● 504 meetings as needed ● MTSS meetings 	<p>Academic:</p> <ul style="list-style-type: none"> ● Coordinate foreign language assembly
<p>Career:</p> <ul style="list-style-type: none"> ● Parent orientation night ● Truancy Intervention meetings ● Career Awareness & Preparation lessons (CEWS) 	<p>Career:</p> <ul style="list-style-type: none"> ● Update middle school brochure ● Implement classroom lessons ● Career Awareness & Preparation lessons (CEWS)
<p>Personal/Social:</p> <ul style="list-style-type: none"> ● Manage/monitor outside agencies, servicing student and coming into building ● Provide support to transition students to middle school ● Organize/set up Club Ophelia 	<p>Personal/Social:</p> <ul style="list-style-type: none"> ● Ongoing running of Club Ophelia and Lunch Bunches ● Individual Counseling/Advising ● Peer Conflict Resolutions

<ul style="list-style-type: none"> program Organize/set up Lunch Bunch program Organize/Implement Kids Against Bullying program (KAB) Individual Counseling/Advising Peer Conflict Resolutions 	
<u>October</u>	<u>April</u>
<p>Academic:</p> <ul style="list-style-type: none"> Konkrete Konnection assembly 	<p>Academic:</p> <ul style="list-style-type: none"> Schedule/facilitate student failure meetings PSSA escorts during PSSA
<p>Career:</p> <ul style="list-style-type: none"> Truancy Intervention meetings Attend DeSales Leadership conference w/select students Provide training for mentoring for Club Ophelia Career Acquisition lessons (CEWS) 	<p>Career:</p> <ul style="list-style-type: none"> Initiate/facilitate 5th grade orientations at elementary schools Parent Night for incoming 5th graders Attend Lehigh Carbon School Counselor Association (LCSCA) workshop Career Acquisition lessons (CEWS)
<p>Personal/Social:</p> <ul style="list-style-type: none"> Initiate/Facilitate Tier II Check In/Check Out (CICO) program Initiate Tier II Mentoring program Coordinate Valley Youth House (VYH) counseling schedules and referrals Facilitate School Wide Positive Behavior Support (SWPBS) staff incentive luncheon Provide KAB training for students Attend SAP consortium Individual Counseling/Advising Peer Conflict Resolutions 	<p>Personal/Social:</p> <ul style="list-style-type: none"> Terminate Lunch Bunches and do post-survey with the students Individual Counseling/Advising Peer Conflict Resolutions
<u>November</u>	<u>May</u>
<p>Academic:</p> <ul style="list-style-type: none"> Initiate/Coordinate small group/individual study skills/organization assistance for students w/ need Schedule/facilitate student failure meetings 	<p>Academic:</p> <ul style="list-style-type: none"> Initiate/Facilitate 5th grade middle school tours Assist in planning for 8th grade awards ceremony Work collaboratively w/administration to identify students for summer school
<p>Career:</p> <ul style="list-style-type: none"> Implement classroom lessons 	<p>Career:</p> <ul style="list-style-type: none"> Attend STEAM program with a group of

<ul style="list-style-type: none"> Attend Lehigh Carbon School Counselor Association (LCSCA) workshop Coordinate w/HS counselors for 9th grade orientation Career Retention & Advancement and Entrepreneurship lessons (CEWS) 	<p>students at Bethlehem Vocational Technical School (BAVTS)</p> <ul style="list-style-type: none"> Career Retention & Advancement and Entrepreneurship lessons (CEWS)
<p>Personal/Social:</p> <ul style="list-style-type: none"> Initiate/coordinate Lunch Bunches Initiate/coordinate Club Ophelia Initiate mentor training Individual Counseling/Advising Peer Conflict Resolutions 	<p>Personal/Social:</p> <ul style="list-style-type: none"> Culminating Activities for Tier I, II, & III Services Individual Counseling/Advising Peer Conflict Resolutions
<u>December</u>	<u>June</u>
<p>Academic:</p> <ul style="list-style-type: none"> Schedule/facilitate student at risk meetings 	<p>Academic:</p> <ul style="list-style-type: none"> Initiate summer school process for students in need (conference/phone call/letter)
<p>Career:</p> <ul style="list-style-type: none"> Implement classroom lessons Coordinate w/HS counselors for 9th grade orientation Career Awareness & Preparation lessons (CEWS) 	<p>Career:</p> <ul style="list-style-type: none"> 5th Grade transition meetings w/ elementary counselors 8th Grade transition meetings w/high school counselors Attend transition meetings as needed
<p>Personal/Social:</p> <ul style="list-style-type: none"> Facilitate School Wide Positive Behavior Support (SWPBS) staff incentive luncheon Continue mentor training Individual Counseling/Advising Peer Conflict Resolutions 	<p>Personal/Social:</p> <ul style="list-style-type: none"> Culminating Activities for Tier I, II, & III Services Individual Counseling/Advising Peer Conflict Resolutions

Ongoing Middle School Monthly Counseling Activities

Counselor Related	Non Counselor Related
Individual counseling (A,P/S,C)	Bus duty
Group counseling (P/S)	Low level discipline- statements/investigate
Crisis counseling (P/S)	Initiate 504 plans
Lead the Multi-Tier System of Support (MTSS) team- guide services, maintain data for Tier II & III supports (P/S)	Schedule 504 plans/serve as case managers
Academic check ins (A)	Concussions forms
Personal check ins (P/S)	Assist as needed in school wide safety drills
Social check ins (P/S)	Requesting records as needed

Conduct risk assessments (P/S)	Bi-weekly data entry for SWIS
Risk assessment follow ups (P/S)	
Peer mediation (P/S)	
Attend data meetings (A)	
Schedule/attend parent meetings (A, P/S)	
Attend IEP/GIEP meetings (A, P/S)	
Coordinate services w/outside agencies (P/S)	
Make referrals to outside agencies (P/S)	
Collaborate w/school psychologist as needed for psychiatric evals and staffing for students w/ongoing concerns (A, P/S)	
Confer w/outside student individual counselors (P/S)	
Attend intake meetings for students at alternative placements (A, P/S)	
Attend 20 day partials placement review meetings (A, P/S)	
Serve on school wide/district wide SWPBS committee (P/S)	
Serve on school wide/district wide Konkrete Konnection committee (A)	
Serve on school wide/district wide Safe Schools committee (P/S)	
Serve on school wide/district wide No Place For Hate committee (P/S)	
Serve on school wide/district wide Special Education committee (A, P/S, C)	
Serve on school wide/district wide Early Childhood Task Force committee (A, P/S)	
Ongoing schedule changes throughout year (A)	
New student transitioning throughout year (A, P/S)	
Special education referrals (A)	
Valley Youth House counseling referrals (P/S)	
Coordinate w/ district OCY liaison (P/S)	
OCY referrals (P/S)	
MTSS/SAP meetings to discuss students' barriers to learning (A, P/S)	
Schedule drug/alcohol evaluations as needed (P/S)	
Gifted screenings and referrals (A)	
Co-facilitate Konkrete Konnection classroom meetings (P/S)	
Co-facilitate SWPBS classroom meetings (P/S)	
Serve on truancy intervention team/attend	

monthly truancy intervention meetings (A, P/S, C)	
Co-facilitate KAB meetings (P/S)	
Assist in developing truancy intervention plans (A, P/S, C)	
Coordinate w/Big Brother/Big Sister for referrals (P/S)	
Bi-weekly data analysis for SWIS (P/S)	
Serve on concussion management team (A)	
Attend IEP meetings (A, P/S)	
Facilitate/Coordinate 504 meetings (A, P/S)	
Facilitate parent meetings (A, P/S)	
Act as liaison for outside community agencies to work in the middle school (A, P/S, C)	

High School Counseling Program Calendar

<u>July</u>	<u>January</u>
Academic: -Resolution of student schedule conflicts -Review of student schedules for appropriate classes and credits	Academic: -8 th grade Parent Night: Course Selection -8 th grade classroom visits regarding course selection -Upperclassmen classroom visits regarding course selection -Individual student advisement meetings regarding course selection -Introduction of Northampton Community College Dual Enrollment course opportunities -9 th grade individual student credit checks
Career:	Career: -Submission of mid-year reports to colleges
Personal/Social:	Personal/Social:
<u>August</u>	<u>February</u>
Academic:	Academic:

<ul style="list-style-type: none"> -New student registrations -Resolution of student schedule conflicts -9th Grade Parent Orientation 	<ul style="list-style-type: none"> -Individual student advisement meetings regarding course selection -11th grade individual student credit checks -AP Exam Registration
Career:	<ul style="list-style-type: none"> -9th grade computer classroom visits to complete career research project -Northampton Community College Instant Decision Day
Personal/Social:	Personal/Social:
<u>September</u>	<u>March</u>
<ul style="list-style-type: none"> Academic: -9th grade classroom visits to discuss academic planning and study skills -12th grade individual student credit checks 	<ul style="list-style-type: none"> Academic: -High School Scholars Program advertisement and applications -Northampton Community College Dual Enrollment Information Assembly -Individual student advisement meetings regarding course selection -11th grade individual student credit checks
<ul style="list-style-type: none"> Career: -Financial Aid Night; FAFSA completion help -PSAT, SAT, ACT exam sign-ups -12th grade classroom visits to review post-secondary planning and college app process -Scholarship list for current year established and advertised to students 	Career:
<ul style="list-style-type: none"> Personal/Social: -9th grade classroom visits to introduce guidance/support services -SAP meetings begin 	Personal/Social:
<u>October</u>	<u>April</u>
<ul style="list-style-type: none"> Academic: -12th grade individual student credit checks -Program of Studies edited for upcoming school year 	<ul style="list-style-type: none"> Academic: -10th grade individual student credit checks -Northampton Community College Dual Enrollment course registration -AP Pre-Administration Sessions

<p>Career:</p> <ul style="list-style-type: none"> -PSAT and SAT exams held at HS -College application help sessions -Northampton Community College tour for students with disabilities -Northampton Community College Instant Decision Day 	<p>Career:</p> <ul style="list-style-type: none"> -Scholarship committee to select academic awards recipients
<p>Personal/Social:</p> <ul style="list-style-type: none"> -Valley Youth House individual counseling sessions for students begin -SAP Consortium held 	<p>Personal/Social:</p>
<u>November</u>	<u>May</u>
<p>Academic:</p> <ul style="list-style-type: none"> -9th grade individual student credit checks -Sign-ups for Vo-Tech tour for interested 9th graders 	<p>Academic:</p> <ul style="list-style-type: none"> -10th grade individual student credit checks -8th grade tours of high school -Keystone exam administration
<p>Career:</p> <ul style="list-style-type: none"> -Northampton Community College RV “Success Express” to present career options -Northampton Community College Instant Decision Day 	<p>Career:</p> <ul style="list-style-type: none"> -College Fair -SAT exams held at high school -AP exam coordination/administration
<p>Personal/Social:</p> <ul style="list-style-type: none"> -Student support groups begin 	<p>Personal/Social:</p> <ul style="list-style-type: none"> -End of year SAP reporting -Wrap-up and review of Valley Youth House individual student counseling outcomes
<u>December</u>	<u>June</u>
<p>Academic:</p> <ul style="list-style-type: none"> -9th grade individual student credit checks -Vo-Tech tour for interested students -Keystone exam administration -8th grade assembly about course selection 	<p>Academic:</p> <ul style="list-style-type: none"> -Scholarship and Awards Night -Review of final grades and preparation of summer school notification; failure letters -Graduation ceremony preparation
<p>Career:</p> <ul style="list-style-type: none"> -PSAT result review/distribution 	<p>Career:</p> <ul style="list-style-type: none"> -Submission of final transcripts to colleges
<p>Personal/Social:</p>	<p>Personal/Social:</p>

Ongoing Monthly High School Counseling Activities

Counselor Related	Non Counselor Related
Individual student meetings to review transcript, GPA, rank, course selection, academic progress, and post-secondary planning (A, C)	Proctoring testing (Keystone, AP Exams) 15 hours per counselor per year (AP Exams) 10 hours per counselor per year (Keystones)
Individual student meetings to provide support for personal issues as needed (P/S)	Class coverages 5 hours per counselor per year
Individual student meetings with underperforming students to address academic difficulties (A)	
Parent meetings with school team to address individual student academic, personal, or career planning issues (A, P/S, C)	
SAP meetings to identify barriers to student success (A, P/S)	
Attendance at 504, IEP, and GIEP meetings to monitor and review student progress (A, P/S, C)	
Scheduling of college and military representative visits in counseling office to introduce post-secondary opportunities to students (C)	
Collaborating with students about financial aid process, FAFSA completion, and scholarship opportunities (C)	
Registering/enrolling new students (A)	
Departmental meetings to coordinate program delivery (A, P/S, C)	
Departmental advertising via Schoology, Twitter, website, and daily announcements of upcoming events, scholarships, and	

programs for students (A, C)	
College application advising and submission (A)	
Writing letters of recommendation (C)	
Facilitation of requests for SAT/ACT accommodations for students with disabilities (A, C)	
Quarterly review of student academic progress (A)	
Concussion management-academic monitoring (A)	
Student referrals to outside agencies (P/S)	
Student referrals for psycho-educational evaluation (A, P/S)	
Coordination of student support groups delivered by outside agencies (P/S)	
Parent contact for students in danger of failing (Letters, meetings, phone calls) (A)	

Program Delivery

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY
SYSTEM - Elementary School**

Guidance Curriculum	Prevention, Intervention, and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12	Addresses school and student needs	Assists students and parents in development of academic and career plans	Includes program, staff and school support activities and services
Purpose	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

<p>Academic</p>	<p>Academic</p> <ul style="list-style-type: none"> - 504 plan dissemination - Consult with teachers concerning class lists - Consultative services with parents, staff & administration - Coordinate logistics for staffing regarding student referrals for psycho-educational evaluations 	<p>Academic</p> <ul style="list-style-type: none"> - Review files of kindergarten and incoming transfer students - Kindergarten assessments as needed - Kindergarten orientation - New family/student orientation - Parent contacts as needed - "Meet the Teacher" night - Coordinate and assist with kindergarten assessment - Conduct gifted screenings and referrals - Attend and serve as LEA for GIEP meetings - Attend select IEP conferences and parent meetings 	<p>Counselor Related</p> <ul style="list-style-type: none"> - Assist in SWPBS core team planning meeting - Participate in beginning of year kick-off for SWPBS and No Place for Hate - Attend mandated reporter training at the beginning of school year - Attend Professional development throughout the year - Suicide prevention training - Attend elementary guidance meetings monthly
<p>Career</p> <ul style="list-style-type: none"> - Community Helpers unit in Kindergarten (GW) - Career Day in Fifth Grade (GW) 	<p>Career</p>	<p>Career</p>	<p>Non-Counselor Related</p> <ul style="list-style-type: none"> - Assist in PSSA administration as needed - Bus Duty - Parent Pick-up duty

<p>Personal/Social</p> <ul style="list-style-type: none"> - Begin Second Step classroom guidance lessons - Begin Steps to Respect classroom guidance lessons - Coordinate lessons delivered by outside agencies 	<p>Personal/Social</p> <ul style="list-style-type: none"> - Begin small guidance groups - Preliminary contact with SAP therapists - Initiate CICO for identified students - Initiate consultation with Truancy Specialist - Collaborate with local agencies/parents to determine need and resources for holiday assistance - Attend select parent-teacher conferences - Holiday Assistance coordination/delivery for families in need - Begin to seek recommendations for small guidance groups - SAP needs survey for next year - Consultative services with parents, staff and administration - Facilitate ILI as part of Tier 3 MTSS 	<p>Personal/Social</p> <ul style="list-style-type: none"> - Individual counseling - Crisis Counseling - Kindergarten orientation - Facilitate 504 meetings - Manage CICO referrals and data - Coordinate OT/PT referrals 	
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**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY
SYSTEM - Middle School**

<p style="text-align: center;">Guidance Curriculum</p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12</p>	<p style="text-align: center;">Prevention, Intervention and Responsive Services</p> <p>Addresses school and student needs</p>	<p style="text-align: center;">Individual Student Planning</p> <p>Assists students and parents in development of academic and career plans</p>	<p style="text-align: center;">System Support</p> <p>Includes program, staff and school support activities and services</p>
<p style="text-align: center;">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 style="text-align: center;">Purpose</p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;">Purpose</p> <p>Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;">Purpose</p> <p>Program delivery and support.</p>
<p style="text-align: center;">Academic</p> <p>Begin planning 8th to 9th grade transition activities-high school scheduling meetings. Begin planning 5th to 6th grade transition activities-select student speakers. Update middle school brochure and give out at student orientations. Information Night for parents of incoming 5th graders. Co-facilitate 6th grade visits and tours to the middle school Assist in planning for the 8th grade awards ceremony Summer student orientation. Develop and implement in service day training for staff. New student and parent orientation. Coordinate assembly on Olweus program to teach the bullying circle.</p>	<p style="text-align: center;">Academic</p> <p>Coordinate and initiate study skills small focus groups Schedule and facilitate student failure meetings. Gifted screenings and referrals Coordinate and initiate study skills small focus groups. Serve on Truancy Intervention team. Serve on Concussion Management Team - send out weekly checklists to teachers and collaborate with nurse maintaining a database. Input incoming student schedules. Transition meetings with 6th grade elementary and IST teachers to review at risk students. Transition meetings with high school counselors to review at-risk students going</p>	<p style="text-align: center;">Academic</p> <p>Lead the Multi-Tiered Systems of Support (MTSS) team. Maintain data base and guide services as needed for all tier 2 and tier 3 supports. Academic check in's Academic conferences with students. Parent phone calls for academic updates. Schedule and attend parent meetings. Schedule and facilitate student failure meetings. Attend intake meetings for students in alternative placements. Attend 20 day partial placement review meetings. Ongoing schedule changes throughout the year. Schedule and facilitate student failure meetings. Work collaboratively with administration and lead teacher to identify students for summer school.</p>	<p style="text-align: center;">Counselor Related</p> <p>Attend SAP Consortium In conjunction with Valley Youth House, provide a half day training for the high school mentors identified for Club Ophelia Attend data meetings. Attend LCSCA workshop Coordinate services with outside agencies-make referrals for families SWPBS Staff incentive lunch. Serve on school wide committees (SWPBS, Olweus, Safe Schools, Special Education Advisory, No Place for Hate). Partner with Big Brother Big Sister. Bi-weekly data entry and analysis for the students involved in CICO program.</p>

	<p>from 8th to 9th- forms filled out prior and distributed at meetings. Coordinate OT/PT referrals. Manage and monitor any outside agency personnel coming into the building. Manage and monitor outside agency forms to be completed by the teacher. Bi weekly MTSS meetings. Attend monthly truancy intervention meetings. Organization and implementation of Kids Against Bullying program. Attend bi weekly MTSS meetings. Attend monthly truancy intervention meetings. Organization and implementation of school-wide weekly anti-bullying lessons.</p>	<p>Ongoing coordination of alternative student placement in KORE program. Coordinate Homebound services. Adjust student schedules. Individual tours to new students upon request. Coordinate adaptive PE lessons. Attend transition meetings for incoming students at their elementary schools. Send out summer school letters and call parents on any student that is required to attend summer school or failed a course. Adjust schedules based on PSSA results.</p>	<p>Website and Schoology management. Ongoing professional development. Attend faculty meetings. Attend student orientations. Attend parent night orientation. SWPBS staff incentive lunch. Full day student training for KAB members. Facilitate weekly KAB member meetings for all 3 grade levels.</p>
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<p style="text-align: center;">Career</p> <p>Coordinating with high school counselors to orient students about high school course selection sheets and overall transition information-classroom and assembly. Career Exploration taught by designated school counselor certified 8th grade teacher covering all PA academic standards for Career Education and Work. Co-facilitate classroom meeting as part of Olweus Bullying Prevention Program. Co-facilitate SWPBS classroom lessons. Attend visits to elementary school buildings for 5th grade middle school orientation.</p>	<p style="text-align: center;">Career</p> <p>Initiate Girls on the Run program-piloted 2016-17 school year; Collaborate with high school counselors to identify mentors for Club Ophelia.</p>	<p style="text-align: center;">Career</p> <p>Attend Leadership Conference Coordinate the placement of foreign language for Level 1 language at the middle school Schedule and monitor progress of students in NASD Cyber Academy. Attend spring STEAM program with a group of students at Bethlehem Vocational Technical School (BAVTS). Attend EconomicsPA Entrepreneurship Challenge Day of Learning with 40+ students in 8th grade.</p>	<p style="text-align: center;">Non-Counselor Related</p> <p>PSSA escorts during each set of testing- Math, ELA and Science</p> <p>Assist as needed in school wide safety drills.</p>
<p style="text-align: center;">Personal/Social</p> <p>Conduct classroom lessons on building healthy relationships Conduct classroom lessons on building healthy relationships Olweus Bullying Prevention school wide activities Orientation for incoming students-building tour, locker set up, general information. Complete referral forms for Special Education referrals Conduct classroom lessons on building healthy relationships</p>	<p style="text-align: center;">Personal/Social</p> <p>Initiate Club Ophelia small group-relational aggression Initiate Lunch Bunch small group-social skills Collaborate with school psychologist as needed for psychiatric evaluations and ongoing staffing. Communicate with outside counselors and psychiatrist regarding student concerns. Make matches for RENEW program Evaluate need for</p>	<p style="text-align: center;">Personal/Social</p> <p>Individual Counseling. Group Counseling. Crisis Counseling. Conduct suicide risk assessments and work with school psychologist for follow up. Low level discipline Peer mediations. Attend IEP and GIEP meetings. Develop 504 care plans. Facilitate 504 meetings and collect data. Help develop Truancy Elimination Plans.</p>	

	<p>Initial Line of Inquiry option for students Serve on SAP team- complete referrals and schedule drug/alcohol evaluations as needed.</p> <p>Co-facilitate meetings for student members of KAB team</p> <p>Initiate tier 2 Check in check out program. Initiate tier 2 mentoring program- train staff and ongoing support for matched pairs.</p> <p>Coordinate Valley Youth House schedule and referrals.</p>		
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COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM - High School

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose	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	Academic	Academic	Counselor Related
<ul style="list-style-type: none"> -9th Grade Parent Orientation -9th grade classroom visits to discuss academic planning and study skills -Vo-Tech tour for interested students -8th grade assembly about course selection -8th grade Parent Night: Course Selection -8th grade classroom visits regarding course selection -Upperclassmen classroom visits regarding course selection -Introduction of Northampton Community College 	<ul style="list-style-type: none"> -Quarterly review of student academic progress - Concussion management-academic monitoring -Parent contact for students in danger of failing (Letters, meetings, phone calls) 	<ul style="list-style-type: none"> -Resolution of student schedule conflicts -Review of student schedules for appropriate classes and credits -Review of student schedules for appropriate classes and credits -Resolution of student schedule conflicts 12th grade individual student credit checks -Northampton Community College Instant Decision Day -9th grade individual student credit check -Individual student advisement meetings regarding course selection -Individual student 	<ul style="list-style-type: none"> -Scholarship list for current year established and advertised to students -Program of Studies edited for upcoming school year -Scholarship committee to select academic awards recipients -SAP Consortium held -End of year SAP reporting -Scholarship and Awards Night -Graduation ceremony preparation -Departmental meetings to coordinate program delivery -Departmental

<p>Dual Enrollment course opportunities -High School Scholars Program advertisement and applications -Northampton Community College Dual Enrollment Information Assembly -AP Pre-Administration Sessions -8th grade tours of high school</p>		<p>advisement meetings regarding course selection -11th grade individual student credit checks -AP Exam Registration -Individual student advisement meetings regarding course selection -11th grade individual student credit checks -10th grade individual student credit checks -Northampton Community College Dual Enrollment course registration -Review of final grades and preparation of summer school notification; failure letters -Individual student meetings to review transcript, GPA, rank, course selection, academic progress, and post-secondary planning Individual student meetings to provide support for personal issues as needed Individual student meetings with underperforming students to address academic difficulties Parent meetings with school team to address individual student academic, personal, or career planning issues Attendance at 504, IEP, and GIEP meetings to monitor and review student progress Enrolling new students</p>	<p>advertising via Schoology, Twitter, website, and daily announcements of upcoming events, scholarships, and programs for students</p>
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<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Introduction of Northampton Community College Dual Enrollment course opportunities -9th grade computer classroom visits to complete career research project -Financial Aid Night; FAFSA completion help -PSAT, SAT, ACT exam sign-ups -12th grade classroom visits to review post-secondary planning and college app process -PSAT and SAT exams held at HS -College application help sessions -Northampton Community College tour for students with disabilities -High School Scholars Program advertisement and applications -Northampton Community College Dual Enrollment Information Assembly -College Fair -SAT exams held at high school 	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Northampton Community College Instant Decision Day -PSAT result review/distribution -Collaborating with students about financial aid process, FAFSA completion, and scholarship opportunities College application advising and submission Writing letters of recommendation Facilitation of requests for SAT/ACT accommodations for students with disabilities Submission of mid-year reports to colleges Submission of final transcripts to colleges -Scheduling of college and military representative visits in counseling office to introduce post-secondary opportunities to students 	<p style="text-align: center;">Non-Counselor Related</p> <ul style="list-style-type: none"> -Sign-ups for Vo-Tech tour for interested 9th graders -Keystone exam administration -AP exam coordination/administration Proctoring state testing (Keystone Exams) Class coverages
<p style="text-align: center;">Personal/Social</p>	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -SAP meetings -9th grade classroom visits to introduce SAP, guidance/support 	<p style="text-align: center;">Personal/Social</p> <ul style="list-style-type: none"> -Individual student meetings to provide support for personal issues as needed 	

	<p>services</p> <ul style="list-style-type: none"> -Valley Youth House individual counseling sessions for students begin -Student support groups -Wrap-up and review of Valley Youth House individual student counseling outcomes -Wrap-up and review of Valley Youth House individual student counseling outcomes -Student referrals to outside agencies -Student referrals for psychoeducational evaluation -Coordination of student support groups delivered by outside agencies 		
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Curriculum Action Plan K-12

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Community Helpers Unit	13.1.3, C, D	Kinderworld Way Curriculum	K	October	65	George Wolf	Post lesson booklet	Students	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	K	September - May	500	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Second Step Curriculum Kit	K	September - May	500	Elementary Buildings	Informal interviewing of students and student referrals	Educators	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	1	September - May	450	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Second Step Curriculum Kit	1	September - May	450	Elementary Buildings	Informal interviewing of students and student referrals	Educators	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	2	September - May	500	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Second Step Curriculum Kit	2	September - May	500	Elementary Buildings	Informal interviewing of students and student referrals	Educators	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	3	September - May	500	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5	Second Step Curriculum Kit	3	September - May	500	Elementary Buildings	Informal interviewing of students and student	Educators	School Counselor

	PS:A2.8 PS:B1.1						referrals		
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Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Steps to Respect	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Steps To Respect Curriculum	3	September-December	180	Siegfried	Informal surveying of students	Educators, Business/Community	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	4	September - May	500	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Second Step Curriculum Kit	4	September - May	500	Elementary Buildings	Informal interviewing of students and student referrals	Educators	School Counselor
Steps to Respect	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Steps To Respect Curriculum	4	September-December	180	Siegfried	Informal surveying of students	Educators, Business/Community	School Counselor
Anti-Bullying	PS:A1.1 PS:A1.5 PS:A1.7 PS:A2.3 PS:A2.4 PS:B1.5 PS:C1.5 PS:C1.6	Bullying Curriculum	4	April	100	George Wolf	Pre and Post Test	Educators	School Counselor
Safety Matters, Good Touch/Bad Touch, Building Healthy Relationships, Internet Safety/Cyber Bullying	PS:A1.6 PS:A1.7 PS:A2.3 PS:A2.4 PS:C1.1 PS:C1.3 PS:C1.4 PS:C1.6	Crime Victims Council of the Lehigh Valley	5	September - May	500	Elementary Buildings	Informal interviewing of students	Business/Community, Educators	School Counselor
Second Step Program	13.3.3.C A:A1.5 PS:A1.1 PS:A1.5 PS:A2.8 PS:B1.1	Second Step Curriculum Kit	5	September - May	500	Elementary Buildings	Informal interviewing of students and student referrals	Educators	School Counselor
D.A.R.E	PS:C1.4 PS:C1.5 PS:C1.6 PS:C1.7 PS:C1.8 PS:C1.9	D.A.R.E Curriculum	5	January - May	500	Elementary Buildings	D.A.R.E essay, Informal interviewing of students	Business/Community, Parents, Educators	School Counselor
Career Day	C:A1.2 C:B2.1 13.1.3. C,D,F,G		5	1 time per school year	100	Moore and George Wolf	Informal interviewing of students	Business/Community, Educators	School Counselor

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Career Development Journal	C:A1.3 C:B1.2 C:B1.4,5,6 C:B1.8 13.1.5.A,B D,E 13.4.5.A	Career Development Journal, Computer, Holland Code Career Test	5	September - May	110	Lehigh Elementary	Informal surveying of students	Counselor, Educators	School Counselor
Activities Orientation/Sign-up for NB	A, PS: 13.1 A, B, F, H	Brochure, Sign-up sheets	6	Semester 1	434	NAMS	Student and parent feedback	Counselors, Faculty, Administration, Students	School Counselor
Student Orientation Video	A: 16.3. A, 16.3 B, 16.3 C, 13.4	Video	6	Semester 2	434	NAMS	Student and parent feedback	Counselors, Faculty, Administration, Students	School Counselor
PowerPoint presentation for 6th grade transition information	A: 13.1 A, B, E, F, H 13.2 D, 13.3 A, E	Counselor	6	Semester 2	434	NAMS	Kahoot quiz for parents	Counselors	School Counselor
Parents' Night Presentation	A: 13.1 D, F, G 13.2 D, 13.3 A, E	PowerPoint	6	Semester 2	434	NAMS	Kahoot quiz for parents	Counselors, PTA, Faculty	School Counselor
Elementary Visits-Transition program	A: 16.3.8 A, B, C, 13.4	Middle School Booklet, Student presenters	6	Semester 2	434	NAMS	Student feedback	Counselors, Students	School Counselor
Middle School Program Presentation/Tours for incoming 6th grade students	A: 16.2.8 A, B, C and E, 16.3.8 A, B and C, 13.4	Counselor, Students, Video, PowerPoint	6	Semester 2	434	NAMS	Student feedback	Counselors, Faculty, Students, Administration	School Counselor
Faculty and Student Needs Assessment	A, PS: 13.1 A, F	Survey Monkey	6	Semester 1	434	NAMS	Survey Monkey results	Counselors, Faculty, Students, Administration	School Counselor
Needs Assessment Data Summary	A, PS: 16.1.8 A, B, C, 16.2.8 A, B, C	Schoology	6	Semester 1	434	NAMS	Needs Assessment results	Counselors, Faculty, Administration, Students	School Counselor
Emotion Management Classroom Lessons	PS: 16.3.8 A, B, C, D	Steps to Respect Curriculum	6	Ongoing	434	NAMS	Student feedback	School Counselors	School Counselor
Building Healthy Relationships Classroom Lessons	PS: 16.2.8 A, B, C, D	Steps to Respect Curriculum	6	Ongoing	434	NAMS	Student feedback	Steps to Respect Curriculum	School Counselor
Olweus Kickoff Assembly/Cement Company Lessons	A, PS, C: 16.2.8 A, B, C, D 13.1 A, B,	Olweus and No Place for Hate materials	6	Fall	434	NAMS	Student and Faculty feedback	Student and Faculty feedback	School Counselor

C, D, E, F									
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Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
No Place for Hate classroom lessons	No Place for Hate classroom lessons	No Place for Hate materials	6	Ongoing	434	NAMS	Student feedback	No Place for Hate team	School Counselor
Olweus classroom lessons	PS: 16.1.8 A, B, C, D 16.2.8 A, B, C, D 16.3.8 A, B, C, D	Olweus materials	6	Ongoing	434	NAMS	Student feedback	Olweus team	School Counselor
Pink Day Assembly	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS curriculums	6	Ongoing	434	NAMS	Student feedback	Counselors	School Counselor
Think Pink Days	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS curriculums	6	Ongoing	434	NAMS	Student feedback	Counselors	School Counselor
Emotions Lesson	A, PS: 16.1.8 A, B, C, D	FACS Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	FACS teacher	School Counselor
Bullying Prevention Lesson	A, PS: 16.2.8 A, B, C, D	FACS Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	FACS teacher	FACS teacher
Building Self-Confidence Lesson	A, PS: 16.3.8 A, B, C	FACS Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	FACS teacher	FACS teacher
Decision-Making Lesson	A, PS: 16.3.8 A, B, C	FACS Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	FACS teacher	FACS teacher
Communication Lesson	A, PS: 13.2 A, 16.2.8 A, B, C, D, E	FACS Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	FACS teacher	FACS teacher
Study Skills	A, PS: B1.1, A.C1.1	Seminar Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	Seminar teacher	Seminar teacher
Life Skills Research Project	A, PS: 16.1.K.D	Seminar Curriculum	6	Ongoing	434	NAMS	Student assessments and projects	Seminar teacher	Seminar teacher
Activities Orientation/Sign-up for NB	A, PS: 13.1 A, B, F, H	Brochure, Sign-up sheets	7	Semester 1	452	NAMS	Student and parent feedback	Counselors, Faculty, Administration, Students	School Counselor
Pink Day Assembly	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS curriculums	7	Sept-June	452	NAMS	Student feedback	MS counselors	School Counselor
Think Pink Days	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS curriculums	7	Sept-June	452	NAMS	Sept-June	MS counselors	School Counselor

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Faculty and Student Needs Assessment	A, PS: 13.1 A, F	Survey Monkey	7	Semester 1	452	NAMS	Survey Monkey results	Counselors, Faculty, Students, Administration	School Counselor
Needs Assessment Data Summary	A, PS: 16.1 A, B, C, 16.2 A, B, C	Schoology	7	Semester 1	452	NAMS	Needs Assessment results	Counselors, Faculty, Administration, Students	School Counselor
Emotion Management Classroom Lessons	PS: 16.3	Steps to Respect Curriculum	7	Ongoing	452	NAMS	Student feedback	Counselors	School Counselor
Building Healthy Relationships Classroom Lessons	PS: 16.2	Steps to Respect Curriculum	7	Ongoing	452	NAMS	Student feedback	Counselors, Crime Victims Council	School Counselor
Olweus Kickoff Assembly	PS: 16.2 A, B, C, D	Olweus and No Place for Hate materials	7	Fall	452	NAMS	Student and Faculty feedback	Counselors, Students,	School Counselor
No Place for Hate classroom lessons	PS: 16.1 A, B, C, D 16.2 A, B, C, D 16.3 A, B, C, D	No Place for Hate materials	7	Ongoing	452	NAMS	Student feedback	No Place for Hate team	School Counselor
Olweus (Konkrete Konnection) classroom lessons	PS: 16.2	Olweus materials	7	Ongoing	452	NAMS	student feedback	Olweus team	School Counselor
School Wide Positive Behavior Support (SWPBS) classroom lessons	PS: 16.1 A, B, C, D 16.2 A, B, C, D 16.3 A, B, C, D	SWPBS materials	7	Ongoing	452	NAMS	student feedback	SWPBS team	School Counselor
Communication in relationships lesson	A, PS; 13.2 A, 16.2.8 A, B, C, D, E	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Decision-Making in relationships and healthy lifestyle choices lesson	A, PS: 16.3.8 A, B, C	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Goal setting lesson	A, PS: 13.1	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Problem Solving in relationships and in making healthy lifestyle choices lesson	A, PS: 13.1 H, 13.2 A/E, 13.3 A-C/G, 13.4 B	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Conflict resolution in relationships	A, PS: 13.2 A, 16.2.8 A, B, C, D,	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher

lesson	E								
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Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Refusal skills in relationships and in making healthy lifestyle choices lesson	A, PS: 13.1 H, 13.2 A/E, 13.3 A-C/G, 13.4 B	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Situational Awareness in relationships and in making healthy lifestyle choices lesson	A, PS: 13.1 H, 13.2 A/E, 13.3 A-C/G, 13.4 B	Health Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Health Teacher	Health Teacher
Problem solving when collaborating with peers lesson	A, PS: 13.1 H, 13.2 A/E, 13.3 A-C/G, 13.4 B	Seminar 7 Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Seminar 7	Seminar 7 Teacher
Social skills when collaborating with peers lesson	A, PS: 13.1 H, 13.2 A/E, 13.3 A-C/G, 13.4 B	Seminar 7 Curriculum	7	Ongoing	452	NAMS	student assessments and projects	Seminar 7	Seminar 7 Teacher
Career Speakers	C: 13.1, C, D, H, 13.4 A, B	Career Speaker	8	One time per cycle	474	NAMS	Student feedback	Career teacher	Career teacher
Activities Orientation/Sign-up for NB	A, PS: 13.1 A, B, F, H	Brochure, Sign-up sheets	8	Semester 1	474	NAMS	Classroom	Student and parent feedback	Counselors, Faculty, Administration, Students
High school visit and assembly	A: 13.1 H	Power point and NAHS course selection overview	8	December	474	NAMS	Student feedback	HS/MS counselors and admin	HS/MS counselors and admin
8th grade classroom scheduling presentations	A: 13.1. D, F, G 13.2 D	Power point and NAHS course selection overview	8	January	474	NAMS	Accurately completed and returned course selection forms	HS/MS counselors	HS/MS counselors
Think pink lessons	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS materials	8	Sept-June	474	NAMS	Student feedback	MS counselors	MS counselors
Pink day assembly	PS: 16.2.8 A, B, C, D, E	Olweus and SWPBS materials	8	Sept-June	474	NAMS	Student feedback	MS counselors	MS counselors
Olweus Kickoff Assembly/Cement Company Lessons	A, PS, C: 16.2 A, B, C, D 13.1 A, B, C, D, E, F	Olweus materials	8	October	474	NAMS	Student feedback	Olweus team and KAB members	Olweus team
Emotion management classroom lessons	A, PS: 16.3	Steps to Respect curriculum	8	ongoing	474	NAMS	Student feedback	MS Counselors	MS counselors
Healthy Relationships	A, PS: 16.2	Steps to Respect curriculum	8	ongoing	474	NAMS	Student feedback	MS Counselors	MS counselors

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
classroom lessons									
No Place for Hate classroom lessons	PS: 16.1 A, B, C, D 16.2 A, B, C, D 16.3 A, B, C, D	No Place for Hate materials	8	ongoing	474	NAMS	Student feedback	No Place for Hate team	No Place for Hate team
Olweus classroom lessons	PS: 16.1 A, B, C, D 16.2 A, B, C, D 16.3 A, B, C, D	Olweus materials	8	ongoing	474	NAMS	Student feedback	Olweus team	Olweus team
SWPBS classroom lessons	PS: 16.1 A, B, C, D 16.2 A, B, C, D 16.3 A, B, C, D	SWPBS materials	8	ongoing	474	NAMS	Student feedback	SWPBS team	SWPBS team
Faculty and Student Needs Assessment	A, PS: 13.1 A, F	Survey Monkey	8	Semester 1	474	NAMS	Survey Monkey results	Counselors, Faculty, Students, Administration	Counselors
Needs Assessment Data Summary	A, PS: 16.1 A, B, C, 16.2 A, B, C	Schoology	8	Semester 1	474	NAMS	Needs Assessment results	Counselors, Faculty, Administration, Students	Counselors
Computer Ethics/Internet safety	A: 15.4.8.B	Computer course	8	Classroom lessons	474	NAMS	Teacher observations and assessments	Computer teacher	Computer teacher
Introduction to Career Education	C: 13.1.8 - 13.4.8	Classroom rules and expectations	8	Lesson #1	474	NAMS	Teacher observation	Career teacher	Career teacher
Introduction to PA CEW Academic Standards	C: 13.1.8 - 13.4.8	PA CEW Academic Standards poster	8	Lesson #2	474	NAMS	Teacher observation & student Q & A	Career teacher	Career teacher
Career Vocabulary	C: 13.1.8 - 13.4.8	Vocabulary sheet and Internet	8	Lesson #3	474	NAMS	Vocabulary timed competition	Career teacher	Career teacher
Alphabet Careers	C: 13.1.8.A	Alphabet Careers worksheet and Career Cruising website	8	Lesson #4 (2-3 days)	474	NAMS	Worksheet completion	Career teacher	Career teacher
Career Training Programs	C: 13.1.8.D, 13.1.8.C	Bethlehem Vo-Tech website	8	Lesson #5	474	NAMS	Reflection post on Schoology	Career teacher	Career teacher
Traditional vs. Nontraditional Careers	C: 13.1.8.C	Nontrad worksheet and Internet	8	Lesson #6	474	NAMS	Worksheet completion	Career teacher	Career teacher
Economic Factors that Affect Employment	C: 13.1.8.E	Internet	8	Lesson #7 (2-3 days)	474	NAMS	Group project presentations	Career teacher	Career teacher
Myers Briggs Personality Assessment	C: 13.1.8.B	MB assessment via internet	8	Lesson #8	474	NAMS	Reflection post on Schoology	Career teacher	Career teacher
Career Cruising	C: 13.1.8.B	Career Cruising	8	Lesson #9	474	NAMS	Student personal	Career teacher	Career teacher

Introduction		website					accounts		
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Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
School Subjects and Careers	C: 13.1.8.B, 13.1.8.F	Career Cruising website	8	Lesson #10	474	NAMS	Essay	Career teacher	Career teacher
Career Clusters	C: 13.1.8.G, 13.1.8.B	Career Cruising website	8	Lesson #11	474	NAMS	Reflection post on Schoology	Career teacher	Career teacher
Career Matchmaker	C: 13.1.8.B	Career Cruising website and assessment	8	Lesson #12	474	NAMS	Assessment results	Career teacher	Career teacher
My Skills & Learning Styles	C: 13.1.8.G, 13.1.8.B	Career Cruising website and assessment	8	Lesson #13	474	NAMS	Assessment results	Career teacher	Career teacher
Career Selector	C: 13.1.8.G, 13.1.8.B	Career Cruising website and assessment	8	Lesson #14	474	NAMS	Assessment results	Career teacher	Career teacher
School Selector	C: 13.1.8.G, 13.1.8.B	Career Cruising website and assessment	8	Lesson #15	474	NAMS	Assessment results	Career teacher	Career teacher
Future Career Plan	C: 13.1.8.G, 13.1.8.B, 13.1.8.F, 13.3.8.G	Matchmaker results, worksheet, Career Cruising	8	Lesson #16 (4-5 days)	474	NAMS	Worksheet and 5 paragraph essay	Career teacher	Career teacher
Job Opening Resources	C: 13.1.8.B	Worksheet	8	Lesson #17	474	NAMS	Worksheet and Schoology reflection post	Career teacher	Career teacher
Career Acquisition Documents	C: 13.2.8.C, 13.3.8.C	Sample resumes and cover letters, Internet	8	Lesson #18 (2 days)	474	NAMS	Reflection post on Schoology	Career teacher	Career teacher
Job Interview Skills	C: 13.2.8.A, 13.2.8.B, 13.3.8.C	Internet, worksheet	8	Lesson #19 (2 days)	474	NAMS	Reflection post on Schoology and worksheet	Career teacher	Career teacher
Job Interview Skills	C: 13.2.8.A	PBS video, "Good Frankie, Bad Frankie"	8	Lesson #20	474	NAMS	Student Q & A, teacher observation	Career teacher	Career teacher
Mock Job Interviews	C: 13.2.8.A, 13.2.8.D	Rubric grading sheet	8	Lesson #21	474	NAMS	Student graded rubric	Career teacher	Career teacher
Labor Laws	C: 13.2.8.E, 13.3.8.F	Internet	8	Lesson #22 (5 days)	474	NAMS	Group project presentations	Career teacher	Career teacher
Workplace Skills & Knowledge	C: 13.2.8.E	QAR article, "Top 60 Soft Skills"	8	Lesson #23	474	NAMS	Group discussion and presentation, teacher observation	Career teacher	Career teacher
Workplace Skills & Knowledge	C: 13.2.8.E	QAR article, "9 Ways to Enhance Your Soft	8	Lesson #24	474	NAMS	Small group discussion and reflection	Career teacher	Career teacher

		Skills"					post on Schoology		
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Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Communication Skills	C: 13.3.8.A, 13.3.8.B, 13.3.8.C	Video, "Communicating with Tact, Candor, & Credibility"	8	Lesson #25	474	NAMS	Quiz	Career teacher	Career teacher
Team Player Style	C: 13.3.8.B	Team Player Style Inventory	8	Lesson #26	474	NAMS	Assessment results, class discussion, and teacher observation	Career teacher	Career teacher
Listening Skills	C: 13.3.8.A	Video, "The Art of Listening"	8	Lesson #27	474	NAMS	Class discussion, reflection post on Schoology	Career teacher	Career teacher
Personal Budget	C: 13.3.8.D	Worksheet, Internet	8	Lesson #28 (2-3 days)	474	NAMS	Budget project	Career teacher	Career teacher
Entrepreneurship	C: 13.4.8.A, 13.4.8.B	Article, "Ten Dirty Little Secrets of Successful Entrepreneurs"	8	Lesson # 29	474	NAMS	Quiz	Career teacher	Career teacher
Entrepreneurship	C: 13.4.8.A, 13.4.8.B, 13.4.8.C	Video, "Shark Tank" episode	8	Lesson #30	474	NAMS	Class discussion, reflection post on Schoology	Career teacher	Career teacher
Entrepreneurship	C: 13.4.8.A, 13.4.8.B, 13.4.8.C	Sample business plans, Internet	8	Lesson #31	474	NAMS	Small group discussion and reflection post on Schoology	Career teacher	Career teacher
8th Grade Course Selection Information Day	A:C1.2, 16.2A	PowerPoint presentation about course selection options, Cafeteria tour/snacks provided	8	December	450	NAMS	Student and Faculty feedback	Students, Educators	HS Counseling Staff; HS administration
9th Grade Parent Orientation	A:B2.6; A:C1.2;	PowerPoint presentation; Program of Studies; Parent/Student Handbook	9	January	450	HS Auditorium	Attendance	Educators	HS Counseling Staff; HS Administration
9th Grade Classroom Visits to discuss academic planning/study skills	A:A2.1, A:A2.3, A:A3.1, A:B1.3, A:B2.1, A:B2.7, C:A2.9, PS:B1.2	Program of Studies, Planners/Agenda books, Student/Parent Handbook	9	September	450	9th grade English classrooms	Informal surveying of students	Educators	HS Counseling Staff
Vo-Tech tour for interested students	13.1.11(F), C:A1.2, C:B1.1,	Permission slips; BAVTS	9	November	100	Bethlehem Area Vocational-	BAVTS enrollment of interested	Educators	HS Counseling and BAVTS

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Classroom visits to review and initiate course selection process with students	13.1.11(E), A:B1.1,	Program of Studies, computers, and online course selection forms	9	January	1800	MS and HS classrooms	Counselor review of submitted online course selection forms	Educators	MS, HS Counseling Staff
9th Grade Computer Classroom Visits to complete Career Research Projects	13.1.11 (A), 13.1.11(B), 13.1.11 (F), 13.1.11 (G), 13.2.11 (D), 13.3.11 (G), A:B2.2, A:B2.7, A:C1.3, A:C1.6, C:A1.1, C:A1.2, C:A1.3, C:A1.6, C:A1.7, C:A1.8, C:B1.1-8, C:B2.1, C:B2.2, C:B2.4, C:B2.5, C:C1.1-7, C:C2.1	Career Cruising program, classroom computers	9	March	450	Computer Technology classrooms	Student completion of career research projects	Educators	HS Counseling Staff
9th Grade Orientation and Picnic	A:C1.2, 16.2A	PowerPoint presentation, student schedules, tour guides, HS maps, park/snacks	9	August	450	HS	Number of participants and student and parent feedback	Educators	HS Counseling Staff, HS Administration
9th Grade Tech Seminar classroom visits to introduce Naviance program and complete career interest surveys	13.1.11(A)(B)(F)(G)(H), C:A1.1, C:A1.2, C:A1.3, C:A2.6, C:B1.1, C:B1.2, C:B1.3, C:B1.4, C:B1.5, C:B1.6, C:B1.7, C:B1.8, C:B2.1, C:B2.5, C:C1.1, C:C1.3,	Computers, Naviance assessments and program,	9	Fall Semester	450	HS Tech Seminar classrooms	HS Tech Seminar classrooms	Educators	HS Counseling Staff, Technology Seminar I faculty members
Classroom visits	13.1.11(E), A:B1.1,	Program of Studies,	10	January	1800	MS and HS classrooms	Counselor review of	Educators	MS, HS Counseling

to review and initiate course selection process with students	C:A1.7, C:B1.1, C:B2.4, PS:A1.10,	computers, online course selection forms					submitted online course selection forms		Staff
Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Registration and administration of PSAT exams	13.1.11(B), A:B2.2, A:B2.7	College Board exam materials	10	October	200	HS	College Board Score Reports	Educators	HS Counseling Staff
Introduction of Northampton Community College Dual Enrollment opportunities	13.1.11(F), (H), A:B2.1, A:B2.7, C:B2.1, C:B2.2, C:B2.4	Program of Studies, Northampton Community College application materials	10	January - April	75	HS	Completed Northampton Community College application and course registration/enrollment	Educators, Post-Secondary	HS Counseling Staff; NCC Admissions Staff
College Fair	A:B1.1, A:B1.4, A:B2.1, A:B2.2, A:C1.6, C:C2.1, PS:C1.1	College rep admissions materials/view books	10	May	1800	HS Cafeteria	Number of student and admissions rep attendees	Educators, Post-Secondary	HS Counseling Staff
AP information dissemination, registration, pre-administration sessions, and examinations	A:B1.1, A:B1.4, A:B2.1, A:B2.2, A:C1.6, C:C2.1, PS:C1.1	AP Student/Parent Bulletin, registration forms, AP Student answer sheets and testing materials	10	December - May	300	HS	Completed registration forms, testing attendance, and receipt of score reports	Educators	HS Counseling Staff, AP Faculty
Classroom visits to review Naviance program components for grade level	13.1.11(A), 13.1.11(B), 13.1.11(C), C:A1, C:B1.1, C:B1.2, C:B1.3, C:B1.5	Computers, Naviance accounts	10	Spring Semester	450	HS classrooms	Student completion of designated activity	Educators	HS Counseling Staff
Classroom visits to review and initiate course selection process with students	Classroom visits to review and initiate course selection process with students	Program of Studies, computers, online course selection form	11	January	1800	HS classrooms	Counselor review of course selection forms	Educators	HS Counseling Staff
Registration and administration of PSAT exams	13.1.11(B), A:B2.2, A:B2.7	PSAT Books from College Board	11	September and October	200	High School	PSAT tests and results	Educators, Parents	HS Counseling Staff
Introduction of Northampton Community College Dual Enrollment opportunities	13.1.11(F), (H), A:B2.1, A:B2.7, C:B2.1, C:B2.2, C:B2.4	Program of Studies, Northampton Community College application materials	11	January - April	75	HS	Completed Northampton Community College application and course registration/enrollment	Educators, Post-Secondary	HS Counseling Staff; NCC Admissions Staff

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
College Fair	16.1 (D), 13.1.11 (F), 13.1.11 (H), A:B2.7, A:C1.6, C:A1.7, C:B1.1, C:B1.3, C:B2.1, C:C1.1	College rep admissions materials/view books	11	May	1800	HS Cafeteria	Number of student and admissions rep attendees	Educators, Post-Secondary	HS Counseling Staff
AP information dissemination, registration, pre-administration sessions, and examinations	A:B1.1, A:B1.4, A:B2.1, A:B2.2, A:C1.6, C:C2.1, PS:C1.1	AP Student/Parent Bulletin, registration forms, AP Student answer sheets and testing materials	11	December - May	300	HS	Completed registration forms, testing attendance, and receipt of score reports	Students, Parents, Educators	HS Counseling Staff, AP Faculty
High School Scholars program information dissemination and application	A:C1.5, A:C1.5, A:B1.1, A:B1.7, A:B2.1, A:B2.3, A:B2.7, A:C1.6, C:C1.1, 13.1.11 (F)(H),	College program materials, Applications	11	March	12	HS guidance office	Submission of Applications, number of students selected into the program, course selection, receipt of final grades	Educators	HS Counseling Staff
Financial Aid Night	C:A1.7, C:B1.3, C:B1.6, PS:B1.12	Computers, College Financial Aid Employee	11	September	1800	HS Auditorium	Number of student and parent attendees	Number of student and parent attendees	HS Counseling Staff
Northampton Community College tour for students with disabilities	A:B1.4, A:B2.7, A:C1.4, A:C1.6, C:A1.2, C:B1.1, C:B2.1, C:C1.6,	School Bus, Admissions Staff from Northampton Community College,	11	October and March	25	Northampton Community College	Number of participants	Educators, Post-Secondary	HS Counseling Staff/Transition Coordinator
Administration of SAT exams	13.1.11(B), A:B2.2, A:B2.7	College Board Website, SAT Test Books, Rooms for Testing	11	May and October	300	HS	HS	Educators	HS Counseling Staff

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Northampton Community College RV "Success Express" information sessions to review career options with students	13.1.11A, 13.1.11B, 13.1.11C, 13.1.11F, C:A1.1 through C:A1.10, C:B1.1 through C:B1.8, C:B2.1, C:B2.2, C:B2.4, C:B2.5	Northampton Community College RV, Northampton Community College Admissions staff, college and career awareness materials	11	November	900	HS parking lot	Number of student participants	Educators, Post-Secondary	HS Counseling Staff, NCC Admissions Staff
Classroom visits to review Naviance program components for grade level	13.1.11(A), 13.1.11(B), 13.1.11(C), C:A1, C:B1.1, C:B1.2, C:B1.3, C:B1.5	Computers, Naviance accounts	11	Spring Semester	450	HS classrooms	Student completion of designated activity	Educators	HS Counseling Staff
12th grade classroom visits to review post-secondary planning and college application process	13.1.11(E), A:B1.1, C:A1.7, C:B1.1, C:B2.4, PS:A1.10,	Transcript request forms, Financial Aid information	12	September	450	HS Classrooms	Number of Transcript request forms received, number of college applications completed	Educators	HS Counseling Staff
HS Counseling Staff	16.1 (D), 13.1.11 (B), 13.1.11 (F), 13.1.11 (G), 13.1.11 (H), 13.2.11 (C), 13.2.11 (D), A:B2.7, A:C1.6	Transcript request forms, Financial Aid information	12	September, October, November	450	HS Guidance	Number of Transcript request forms received, number of college applications completed	Educators	HS Counseling Staff
Financial Aid Night	C:A1.7, C:B1.3, C:B1.6, PS:B1.12	Computers, College Financial Aid Employee	12	September	1800	HS Auditorium	Number of student and parent attendees	Educators, Post-Secondary	HS Counseling Staff
Northampton Community College tour for students with disabilities	A:B1.4, A:B2.7, A:C1.4, A:C1.6, C:A1.2, C:B1.1, C:B2.1, C:C1.6,	School Bus, Admissions Staff from Northampton Community College,	12	October and March	25	Northampton Community College	Number of participants	Educators, Post-Secondary	HS Counseling Staff/Transition Coordinator

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Administration of SAT exams	13.1.11(B), A:B2.2, A:B2.7	College Board Website, SAT Test Books, Rooms for Testing	12	May and October	300	HS	Number of participants and SAT Results	Educators	HS Counseling Staff
AP information dissemination, registration, pre-administration sessions, and examinations	A:B1.1, A:B1.4, A:B2.1, A:B2.2, A:C1.6, C:C2.1, PS:C1.1	AP Student/Parent Bulletin, registration forms, AP Student answer sheets and testing materials	12	December - May	300	HS	Completed registration forms, testing attendance, and receipt of score reports	Educators	HS Counseling Staff, AP Faculty
Northampton Community College RV "Success Express" information sessions to review career options with students	13.1.11A, 13.1.11B, 13.1.11C, 13.1.11F, C:A1.1 through C:A1.10, C:B1.1 through C:B1.8, C:B2.1, C:B2.2, C:B2.4, C:B2.5	Northampton Community College RV, Northampton Community College Admissions staff, college and career awareness materials	12	November	900	HS parking lot	Number of student participants	Educators, Post-Secondary	HS Counseling Staff, NCC Admissions Staff
Classroom Visits to review Naviance eDocs (college transcript submission) and Scholarship program components	13.1.11(F)(H), A:B2.7, C:B2.1, C:C1.1	Computers, Naviance accounts	12	September	450	HS classrooms	Completion and submission of college and scholarship applications through Naviance	Educators	HS Counseling Staff

Organizing Career/Postsecondary Resources

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	
Intermediary Organizations	<p>Lehigh Valley Workforce Investment Board & PA CareerLink LV 555 Union Boulevard Allentown, PA 18109</p> <p>National Education Association http://www.nea.org/</p>
Umbrella Organizations	<p>Greater LV Chamber of Commerce http://www.lehighvalleychamber.org/</p> <p>LV Builders Association http://lvba.org/</p> <p>Manufacturing Day http://www.mfgday.com/</p>
Community/State Agencies	<p>United Way Address: 1110 American Parkway NE, Suite F-120, Allentown, PA 18109</p> <p>PA CareerLink LV/Youth Workforce 555 Union Boulevard Allentown, PA 18109</p> <p>Development Council of LV http://lehighvalley.org/</p> <p>Communities in Schools of the LV 1501 Lehigh Street Suite 206 Allentown, PA 18103</p> <p>Community Services for Children 1520 Hanover Ave, Allentown, PA 18109 610-437-6000</p> <p>Valley Youth House 829 W. Linden Street Allentown, PA 18101-1233 (610) 820-0166</p> <p>Pennsylvania Advanced Training and Hiring (PATH) http://www.pathcareers.org/</p>
Networking Opportunities	
Individual Contacts	<p>NCC Admissions, 610-861-5500</p> <p>Nancy Dischinat: LV Workforce Investment Board, 610-841-1122</p> <p>Cyndi Evans: PA CareerLink of LV, 610-437-</p>

	<p>5627 Tony Iannelli: LV Chamber of Commerce, 610-739-1513 Davis Lewis: United Way of LV, 610-758-8101 Daniel Shaver, Northampton County Rotary Club , http://northamptonrotaryclub.org/ Lisa Veiszlemlin, Northampton Exchange Club, 610-837-9930</p>
Community/Business Meetings	<p>Northampton Exchange Club Facebook Northampton Borough Council https://www.northamptonboro.com/</p>
Community Events	<p>Career Link 555 Union Boulevard Allentown, PA 18109 Local & Regional College Fairs Local & Regional Career Fairs</p>
Online/Onland	
Internet Based Links	<p>https://succeed.naviance.com/auth/signin</p> <p style="text-align: center;"><u>Internet Based</u></p> <p>What is Cool About Manufacturing- http://dreamitdoitpa.com/tag/whats-so-cool-about-manufacturing/</p> <p>Manufacturing Resource Center- https://www.mrcpa.org/workforce-solutions/</p> <p>Career Coach - Northampton Community College - online search tool that will give you the opportunity to explore hundreds of potential local careers. Enter a keyword of whatever career suits your interest and quickly learn about employment prospects in the field, job opportunities, income potential and the education and training available at Northampton Community College.</p>

Job Gateway – Service of PACareerLink, Career Coach,
<https://www.jobgateway.pa.gov/jponline/Admin/Common/Portal.aspx>

www.pacareerstandards.com – Main PA website for career development and the Core Standards for Career Education and Work.

www.pacareerzone.com – PA Department of Education-recommended career exploration site-is free, Includes three major pieces: "Assess Yourself," "Explore Job Families," and "Budget Your Life." See the "Grow" link at the top of the home page where users can create a login and record their progress each time they visit the site and review their previous work (features a resume builder, reference list builder, cover letter builder, and journaling functions; among others). Good for grades 4-9.

www.educationplanner.org – PHEAA-sponsored site, with career exploration, college matching; postsecondary exploration- very interactive, with links to O*NET and numerous other resources; including checklists for what to look for in a postsecondary institution and what to do during postsecondary visits.

www.onetonline.org – Links to My Next Move, and My Next Move for Veterans. Updated Bright Outlook Occupations feature is included within the O*NET site which helps users to more accurately target careers where new job opportunities should be in the future. In addition, the Browse by Industry searches within the O*NET sites are also updated to reflect more current employment patterns.

www.pacareercoach.org – Designed to help participants find a good career. Provides the most current local data on wages, employment and job postings and associated education and training. Personalizes results based on

education.

www.mynextmove.org – O*NET-related, up-to-date, and user-friendly career exploration site.

www.myfuture.com – College and Career Information and Military.

www.careertech.org – Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs. CTE is preparing students of all age to help drive America's success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance.

<https://careertech.org/student-interest-survey>- Excellent Career Cluster survey.

<http://www.asvabprogram.com/> -Aptitude Test, Interest Self-Assessment, Career Exploration Tools.

<https://www.bls.gov/k12/content/students/careers/career-exploration.htm> Bureau of Labor Statics website incorporates games, career exploration student and teacher resources.

Workforce

www.educationplanner.org – Free website from PHEAA. Outstanding Pa. site for college and careers.

www.bls.gov/k12 – Bureau of Labor Statistics! Many resources and information for students and educators.

www.paworkforce.state.pa.us – PA Workforce (labor market data, high-priority occupations, etc.).

www.careeronestop.org – Sponsored by the US Department of Labor.

<https://lmi.workforcegps.org/>– Labor market Information, many resources, sponsored by the US Dept. of Labor, Employment and Training Administration.

<https://www.bls.gov/ooh/> – Occupational Outlook Handbook. Number of new jobs (projected) and Growth rate (projected)
www.keystoneedge.com – Innovation, technology and entrepreneurship in PA...what's next!

money.usnews.com/careers/best-jobs/rankings – (Top 100 jobs) US News Best Jobs

www.cwds.state.pa.us – Commonwealth Workforce Development System, PA CareerLink.

Career Information

www.collegeboard.com – College and Career and Testing Information Site. Nationally recognized.

<http://www.careertechpa.org/>– Providing support and assistance to the field of Career and Technical Education.

Post-Secondary

www.mymajors.com – College major website.

www.myplan.com – College Board site. Excellent major finder.

www.whatcanidowithismajor.com – Connects majors to careers.

College Costs and Financial Aid/Planning

www.pheaa.org – PHEAA's home page.

www.fafsa.gov – Free Application for Federal Student Aid.

www.finaid.org – The SmartStudent™ Guide to Financial Aid.

www.fastweb.com – Includes free scholarship search.

www.youcandealwithit.com – How to pay back that student loan; budgeting and saving tips.

www.federalstudentaid.ed.gov – General financial aid info.

www.dircct.ed.gov – Home page of the U.S. Department of Education's Direct Loan Program.

	<p style="text-align: center;">Other Resources</p> <p>www.pasca-web.org – PA. School Counselors site, with PA Companion Guide and Tools.</p> <p>www.princetonreview.org – Information on College Majors and Careers.</p> <p>www.huffingtonpost.org – Information on College Majors and Careers.</p> <p>cew.georgetown.edu – Studies link between, career, education and the workforce.</p> <p style="text-align: center;"><u>Excellent Career Information Decision Systems - Site Licenses with a Cost:</u></p> <p>www.careergame.com – Elementary career interest tools. (Rick Trow Productions)</p> <p>http://roadtripnation.com/explore/index Video/TV series on people interview others on their career path and spark.</p> <p>www.carcercruising.com - K-12 career development site.</p>
<p style="text-align: center;">Media/Advertising</p>	<p style="text-align: center;">Northampton School District http://www.nasdschools.org/</p> <p style="text-align: center;">Twitter https://twitter.com/NASDSchools?lang=en @NAMS1617 @nasdborough @nasdgeorgewolf @LehighElemNASD @MooreElemSchool</p> <p style="text-align: center;">Facebook Moore Elementary School (nasd) mountain lions George Wolf Elementary School Lehigh Elementary School - NASD Northampton Borough Elementary School Northampton Area School District Middle School Northampton Area High School</p> <p>WFMZ The Morning Call The Northampton Press Service Electric Cable TV</p>

	RCN Northampton Public Library http://www.northamptonapl.org/
Publications/Documents	Various Career and Post/Secondary publications and documents are located in the school libraries.

Individualized Academic/Career Plan

Each student's academic and career planning process will begin in or before fifth grade. During fifth grade, school counselors will meet with all students using classroom guidance lessons and administer a Holland career survey. These surveys will be used to obtain information regarding individual student career interest areas. The results of each student's Holland career survey will be shared in hard copy form with the school counseling staff as the students transition to the middle school.

The results of the Holland career surveys will be revisited in eighth grade, when all students will participate in a career exploration course as part of their eighth grade curriculum. As part of this course, students will further explore college and career interests utilizing the online content of the Career Cruising program. The results of all college and career research assessments will be stored in the student's Career Cruising plan, printed, and added to the cumulative file to follow students to the high school.

Beginning in ninth grade, all students will be given an individualized account in Naviance, to track all college and career research in a digital portfolio that will be maintained throughout high school. Students will be introduced to the Naviance program in ninth grade during Technology Seminar I courses. Their academic and career plan will be refined throughout high school with the utilization of this program. A plan will be developed for each student that is reviewed annually with the student's counselor in individual meetings, culminating in the senior year when the plan will be finalized. Parents will also be issued Naviance accounts, affording them the opportunity to monitor and collaborate with their students and counselors regarding academic and career plan components. High school faculty members will also be able to utilize the Naviance program as part of their classroom assignments where appropriate and relevant.

K-12 Career Development Intervention Matrix

Grade	Career Development Interventions for All Students
K	Social Studies: Community Helpers Unit
1	Social Studies: My Community and What People Do Unit
2	Social Studies: Groups and Working Together Unit
3	Social Studies: Famous People in America and Throughout the World and What They Did Unit
4	Social Studies: Ways Pennsylvanians Make a Living Today Unit
5	Social Studies: Important Industries in Each Region of the USA, Career Day, Career Development Journal Packet, Holland Code Career Test
6	Cement company assembly, Seminar class ELA focus (STEAM), Life skills research project
7	Cement company assembly, Seminar class Math focus (STEAM)
8	Career education class, Cement company assembly, Seminar class Technology focus (STEAM)
9	Learning Styles Inventory, Career Key, and/or Cluster Finder assessments in Naviance; career research project in technology class and budget exercise through PA CareerZone; optional 9th grade BAVTS tour
10	Strengths Explorer and Career Interest Profiler in Naviance
11	College and career search process facilitated in Naviance; college admissions representative and military visits; campus tours; College Fair and Financial Aid Night; resume writing for students planning to enter the workforce; PSAT, SAT, and ACT testing
12	College application and Naviance guidance lessons for all college-bound seniors; job search assistance, resume building, and mock interviews for students joining the workforce via Career English 12 classes and NCC College Connection Specialist; college admissions and military representative visits in the guidance office; campus tours; FAFSA completion assistance night

The following template demonstrates the Naviance Portfolio components that each student will develop in his or her high school career:

Portfolio

Prepared for: (Student Name)

Confidential Report

- [Personal Profile](#)
- [Goal Planning](#)
- [Career Planning](#)
- [Academic Planning](#)
- [College Planning](#)

Personal Profile

Student Information

Class of:

Counselor:

ID Number:

Home Phone:

Email:

Parent or Guardian Information

Name:

Address:

StrengthsExplorer[®]

Do What You Are[®]

Learning Style Inventory[™]

MI Advantage[™]

Resume

Goal Planning

Game Plan

Plan Tasks

Current Tasks

Task	Grade	Deadline	Status
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Upcoming Tasks

Task	Grade	Deadline	Status
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Completed Tasks

Task	Grade	Deadline	Status
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Plan Goals

Other Goals

Goal Name	Date Created	Status
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Career Planning

My Careers

My Saved Career Clusters & Pathways

Suggested Career Clusters & Pathways for Me

The Career Key™ assessment
The Career Interest Profiler

Academic Planning

Schools Attended

School Name	Location	Grade
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College Planning

Test Scores

Key Test Scores

Highest combined SAT (1600 scale):	-	Highest PSAT:	-
Highest combined SAT (2400 scale):	-	Highest ACT Aspire:	-
Highest ACT:	-		

Teacher Recommendations

Colleges I'm Thinking About

Colleges I'm Applying To

Scholarship Applications

Career and Technical Center Strategies

Student Awareness

Grade	Intervention/ Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
8 th and 9 th	Tours	BAVTS	Sign in sheets	Fall Sem.	H. Burkhart
10 th -12 th	Rotation/Career Exploration	BAVTS	Calendar of visits	First quarter	Counseling Dept.
10 th -12 th	College/Career Fair	BAVTS	Handouts, invitations, sign in sheets	Spring Sem.	Counseling Dept.
10 th -12 th	Post-Secondary Rep. Visits	BAVTS	Calendar of visits	On-going	Counseling Dept.
10 th -12 th	Career Cruising/Interest Inventories	BAVTS	Electronic interest inventories	On-going	Counseling Dept.
10 th -12 th	Participation in NASD scheduling assemblies	BAVTS	Assembly schedule	On-going	Counseling Dept.
10 th -12 th	Individual Student Counseling	BAVTS	Counseling logs	On-going	Counseling Dept.

Parent Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Open House	Oct.	BAVTS	Invitations, calendar	Counseling Dept.
Individual Tours	Ongoing	BAVTS	Sign in sheets	Counseling Dept.
Parent Portal	Ongoing	BAVTS	Online parent portal	Counseling Dept.
Website	Ongoing	BAVTS	BAVTS website	Counseling Dept.
Parent Meetings	Ongoing	BAVTS	Invitations, sign in sheets	Counseling Dept.
Occupational Advisory Committee meetings	Fall and Spring	BAVTS	Meeting dates, minutes, agenda, sign in sheets	Counseling Dept.
Freshman Orientation Assembly participation	Fall	BAVTS	Assembly calendar dates, sign in sheets	Counseling Dept.

Educator Awareness

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Counselor Meetings	Fall and Spring	BAVTS	Meeting minutes	Counseling Dept.
Superintendents Meetings	Monthly	BAVTS	Meeting minutes	Executive Director
High School Admin Meetings	Monthly	BAVTS	Meeting minutes	Executive Director
Participation in Scheduling Assemblies	Spring	BAVTS	Sign in sheets, calendar of assemblies	Counseling Dept.

Board-Approved Job Description

TITLE: Guidance Counselor
CATEGORY: Professional Staff
REPORTS TO: Building Principal

JOB SUMMARY: Provide counseling and guidance services to students; makes referrals to other community resources, support groups and social service agencies as appropriate.

QUALIFICATIONS:

- Possesses Master's degree
- Possesses valid Pennsylvania Education Specialist certification
- Assures compliance with Employment Eligibility, Criminal History Record, Pre-Employment Drug Testing, and Physical Examination/TB Test Standard
- Possesses proficiency in the English language, with strong oral and written communication skills
- Possesses ability to deal courteously and tactfully with school personnel and the public
- Possesses ability to operate a computer, all software, and other office equipment as assigned
- Possesses ability to maintain high level of confidentiality
- Establishes and maintains cooperative and effective working relationships with others
- Possesses valid driver's license if position requires travel around district
- **KNOWLEDGE OF:**
 - Effective personal and academic counseling techniques and procedures, counseling theory, and ethics
 - Normal and abnormal child behavior and development; behavior modification techniques and strategies
 - Student assistance programs and community referral resources
 - Principles of training and providing work direction and guidance
 - Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students
 - Data analysis, targeting instruction, and intervention services
 - Record-keeping and report preparation techniques
 - Applicable laws, codes, regulations, policies and procedures
 - Current trends and research concerning the growth and development of children

PRIMARY JOB FUNCTIONS:

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the District of any and all reasonable

accommodations that will be required.

- Provides individual and group guidance counseling to students; confers as needed with parents, teachers and others regarding student needs including school achievement and behavior; prepares records and reports, referrals and letters
- Provides crisis counseling services as needed; refers students to social service and governmental agencies, support groups and other community resources as appropriate; consults with law enforcement agencies regarding students as necessary
- Analyzes school and individualized student data
- Attends and participates in a variety of meetings including attendance review and individualized education program (IEP) meetings; provides information concerning student progress; collaborates with other personnel in the development and implementation of IEP goals and objectives; may serve as LEA representative
- Assists administration in producing an effective student body management plan; participate in conferences related to student conflicts; attend student study team meetings
- Serves as liaison to other agencies, students, school personnel, families and community organizations; maintain relations between school, the community and community services
- Utilizes diagnostic and assessment testing procedures as appropriate; gathers, organizes and interprets data regarding students to teachers and parents
- Assists student in the development of self-discipline responsibility and leadership skills
- Assists students in acquiring knowledge and skills which will assist them in their personal and social development; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, emotional, social and learning problems
- Changes class schedules when necessary for appropriate placement
- Promotes School-Wide Positive Behavior Support (SWPBS)
- Maintains regular and timely attendance

HIGH SCHOOL COUNSELORS ONLY

- Provides career and postsecondary counseling; assists students with the decision making process regarding future personal and educational plans; reviews student transcripts for four-year planning
- Provides guidance and advisement to students regarding class selections and promotion requirements
- Assists students in providing information regarding trade and technical school, apprenticeship programs and military organizations; informs students of various skill training programs available
- Reviews and evaluates transcripts received from other schools to determine allowable credits

SECONDARY JOB FUNCTIONS:

- Maintains professional competence through staff development activities and/or self-selected professional growth activities
- Administers to the health needs of students, as needed
- Supervises pupils in out-of-classroom activities during the assigned work day
- Participates in meetings, conferences and in-services as assigned
- Performs related duties as assigned

PHYSICAL DEMANDS:

- Possesses ability to access, input and generate output of data from a computer

- Possesses ability to understand directions and instructions in order to perform duties
- Possesses ability to effectively communicate in order to exchange information

TERM OF EMPLOYMENT: In accordance with the PSEA-NEA Agreement

FLSA STATUS: EXEMPT

Northampton Area School District is an equal opportunity employment, educational and service organization

7/28/14