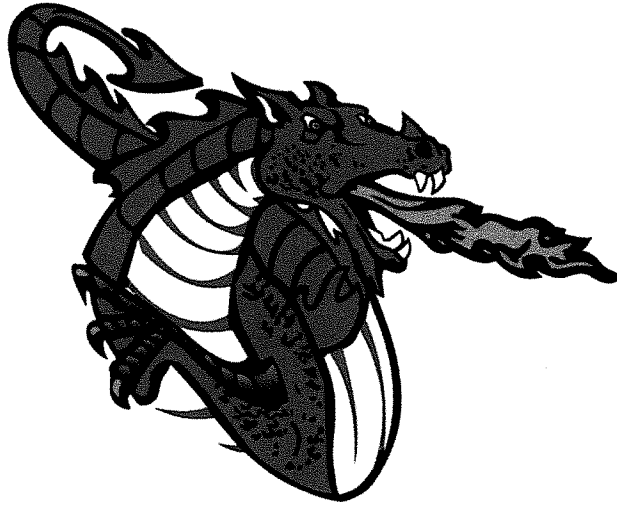


Lewisburg Area School District

Chapter 339

K-12 Comprehensive School Counseling Program



Adopted by School Board: June 9, 2016

Updated: March 2019

Lewisburg Area School District

Chapter 339

K-12 Comprehensive School Counseling Program

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1. School Counselors and Assignment

<u>Counselor</u>	<u>School</u>	<u>Student:Counselor</u> <u>Ratio</u>
Kelli Molyneaux	Kelly Elementary School	584:1
Jennifer Sands	Linntown Intermediate School	300:1
Sherry Ulrich	Donald H. Eichhorn Middle School	230:1
Kevin Mowrey	Donald H. Eichhorn Middle School	230:1
Vicki Fennell	Lewisburg Area High School	308:1
Emily O'Connor	Lewisburg Area High School	308:1
Brenda Zack	K-12 Career Counselor	

*(American School Counselor Association recommends a student-to-School Counselor ratio of 250:1.
(<http://schoolcounselor.org/press>)*

2. School Counseling Program Mission Statement

The mission of the Lewisburg Area School District School Counseling Program is to prepare our students to be productive and caring citizens of our community, by focusing on personal/social growth, academic achievement, and college and and career planning. School counselors advocate for each student and work with students individually, in groups, in the classroom, and school-wide, providing them with the tools they need to succeed.

3. School Counseling Program Goals

These goals will be measured through the activities and opportunities interwoven throughout the school counseling curriculum and culminating with the district's senior survey/exit interview.

- **Academic Domain**

1. All students will receive school counseling services that monitor their academic progress and provide appropriate individualized challenges and supports to maximize academic achievement.

- **Career Domain**

1. Students at all levels will experience the PA Standards for Career Education and Work that are age appropriate, which will allow them to explore the relationship between personal qualities and the world of work.
2. All students will have an Individualized Career Plan that will be initiated in middle school and refined throughout high school.

- **Personal/Social Domain**

1. All students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others by means of guidance classes, individual and small group counseling, advisory programs, and graduation projects.

4. Stakeholders:

Each of the following groups of stakeholders will serve on the Advisory Committee to provide input and feedback:

- **Students:**

Students will reflect on their experiences in the school counseling program and will share their suggestions to other stakeholders.

- **Parents:**

Parents will work closely with the school to help ensure the success of their children. Parents will advocate for opportunities that will allow them to participate in decisions their children make regarding future careers.

- **Educators:**

Teachers and administrators will collaborate with the counselors to ensure that the academic, career, and personal/social needs of all students are addressed. This partnership will lead to awareness of career options available to students and will guide future instruction.

- **Business/Community:**

Businesses in the community will work with the school by providing relevant career experiences and an awareness of necessary employability skills.

- **Post-Secondary:**

Post-secondary institutions in our community will work with the school as the link between the student and post-secondary options. These partners will provide an awareness of academic and personal skills required for post-secondary success.

5. Roles of the School Counselor

As a Leader:

- Serves on school-based improvement teams (SAP, Child Study, IEP and 504)
- Works to create a safe and welcoming learning community and positive school culture

As an Advocate:

- Works to remove barriers to student learning
- Ensures the academic, personal/social and career development of all students

As a Collaborator:

- Interacts with other staff, parents, and community members

As an Agent of Systemic Change

- Works to develop changes to academic programs and/or schedules to better serve students
- Works to bring new programs to the building when appropriate

6. LASD Counseling for Career Success Advisory Committee

Name	Stakeholder Group
Cathy Moser	Assistant Superintendent
Kathy Swope	School Board President
Mary Brouse	School Board Member
Joe Weisser	Co-Op Coordinator, SUN ATI
Bob Garrett	President, GSV Chamber of Commerce
Joanne Troutman	President, GSV United Way
Beth Miller	Miller Center for Recreation and Wellness
Rachel Smith	Evangelical Community Hospital
Jessica Quintana Hess	Lycoming College
Kimberly Bolig	Bloomsburg University
Jackie Mast	Parent
Jen Drouin	Parent
Kelli Molyneaux	Kelly Counselor
Jennifer Sands	Linntown Counselor
Sherry Ulrich	MS Counselor
Kevin Mowery	MS Counselor
Vicki Fennell	HS Counselor
Emily O'Connor	HS Counselor
Brenda Zack	K-12 Career Counselor
Mary Herman	Kelly Teacher
Ashley Elser	MS Teacher
Christina Osborne	HS Teacher
Kelly Beal	HS Teacher
Sydney Bolinsky, Owen Van Kirk	MS Student Council Representatives
Joshua Nicholls, Chris Rawson	HS Student Council Representatives
Justin Gessner	SUN ATI Student Representative

Meeting dates: March 2019, October 2019, March 2020

7. Program Calendars

Recurring School Counseling Activities K-12 (daily/weekly/monthly)

<u>Activity</u>	<u>Grade(s)</u>	<u>Academic (A)/ Personal/ Social (PS) / Career (C)</u>
504 meetings	K-12	A
CST/AIT meetings	K-12	A/PS
Crisis counseling	K-12	PS
District counselors meeting	K-12	A/PS/C
Gifted referrals	K-12	A
Grade level meetings	K-12	A
Individual counseling	K-12	A/PS/C
New student file review	K-12	A
Parent meetings	K-12	A/PS
Parent/student tours (prospective families)	K-12	A/PS/C
Student scheduling	K-12	A
School Improvement meetings	K-12	A/PS
Group counseling	K-12	PS
Student mediations	K-12	PS
Student observations	K-12	A/PS
School Attendance Improvement Plans (SAIP) meetings	K-12	A/PS
Second Step meetings	K-8	PS
Olweus anti-bullying/Character assemblies	K-3	PS
Classroom guidance classes	K-5	A/PS/C
Olweus anti-bullying class meetings	K-5	PS
Lunch bunch groups	K-5	PS
Student service projects	4-5	PS
Student academic monitoring	6-12	A
Student Assistance Program (SAP) meetings	6-12	A/PS
Advisory meetings	6-12	A/PS/C
SUN ATI cafeteria visitations	9-12	C

School Counseling Activities K-12 by Month
(not recurring every month)

Month	Activity	Grade(s)	A/PS/C
July	File report cards, rearrange files by classrooms	K-5	A
	Assist with student placement	K-5	A/PS
	PowerSchool rollover preparation	6-12	A
	Master schedule revisions/schedule changes based on summer school and testing results	6-12	A
	Review summer PSSA scores to determine placements	6-8	A
August	New Student Orientation	K-12	A/PS
	Assist with student placement	K-12	A
	Review CST/AIT students from previous year with teachers	K-5	A
	Kindergarten Orientation	K	A
	4Sight Testing	3-5	A
	Prepare for special education/504 sharing days	6-8	A
	Schedule preparation	6-8	A
	Sort portfolios from incoming 6th grade students	6-8	C
	Meet with advisory team and confirm schedule	6-8	A/PS/C
	Meet with special education staff about student schedules	6-8	A
	RAPS training	6-8	PS
	Facilitate math placement tests	6-8	A
	E-school/Accelerated student registration/scheduling	6-12	A
	Schedule new students to the district	6-12	A
	6 th grade orientation night	6	A
September	Open House	K-12	A/PS
	504 Preparation and Meetings	K-12	A
	New Student Lunch Bunches	K-5	PS
	Olweus Anti-bullying Kick-Off Assemblies	K-5	PS
	Career Advisory Lessons	6-8	C
	SUN ATI 8th grade meeting	8	A/C
	PSAT registration	10-11	A
	Plan College Night at Bucknell	11-12	A
	Meet with seniors regarding post-secondary planning	12	C
October	Report cards - 1st marking period	K-12	A
	Perfect Attendance Awards	4-5	A/PS
	Red Ribbon Week activities	K-12	PS
	Drug Prevention Month activities	K-5	PS
	Random Acts of Kindness activities	K-5	PS
	Failure letters	6-12	A
	Multi-media assembly	6-8	PS
	Career Advisory Lessons	8	A/C
	8th grade SUN ATI trip	6-8	C
	PSAT administration	10-11	A
	College Night at Bucknell	11-12	A/C
	Advisory Council Meeting	K-12	A/PS/C

November	Sheetz/Salvation Army Holiday List (needy families)	K-5	PS
	Susquehanna Valley Counselors Association meeting	K-12	A/PS/C
	Bullying and/or sexual harassment presentations	6-8	PS
	Visit from SUN ATI - presentation to juniors	11	A/C
	Senior Graduation Project presentations	12	A/PS/C
December	Kelly Holiday Gift Giving Project for needy students	K-3	PS
	Hands-on Visit at SUN-ATI	8	C
	Keystone testing	8-11	A
	SAP Holiday Presentation	9-12	PS
	SUN ATI visit	11	A/C
January	Report cards - 3rd MP	K-12	A/PS/C
	Keystone testing	8-11	A
	Course selection assemblies	9-11	A
	Recalculate GPA and class rank	9-12	A
	Meet with at-risk students	9-12	A
February	Dragon Star Week (SWPB)	K-3	A/PS
	Keystone results review	8-12	A
	8th grade course selection presentations	8	A
	Collect and check course selections for 8th gr. students	8	A
	Individual course selection meetings	9-11	A
	AP exam registration	10-12	A
	Finalize SUN ATI applications	11	A/C
	ASVAB registration	11	A/C
March	Susquehanna Valley Counselors Association meeting	K-12	A/PS/C
	Meet with 8th grades regarding HS course selection	8	A
	Assist with development of master schedule	9-12	A
April	Report cards - 3rd MP	K-12	A
	Perfect Attendance Awards	4-5	A/PS
	Coordination of PSSA testing	3-8	A
	Career speakers	6-8	C
May	Susquehanna Valley Counselors Association meeting	K-12	A/PS/C
	Coordination of Terra Nova testing	K-2	A
	Transition Days for 3rd, 5th, 8th grades	3,5,8	A/PS
	Career Presentation	4-5	C
	Previewing Days	5-11	A/PS
	Keystone testing	9-11	A
	Penn College Career Day	7	A/C
	Proctor AP testing	11-12	A
	Classroom Interest Inventories	11	C
	Financial Aid Night	12	A/PS/C
	Scholarship Committee meetings	12	C
	Finalize graduation plans for seniors - follow up survey	12	A/C
June	Report cards - 4th MP	K-12	A
	Linntown Awards program	4-5	A/PS/C
	Underclassmen and Senior Awards program	9-12	A/PS/C
	Prepare final transcripts	12	A
	High School Graduation	12	A

8. Program Delivery

American School Counseling Association National Model: A Framework for School Counseling Programs:

- **School Counseling Core Curriculum:** Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.
- **Responsive Services:** Addresses school and student needs.
- **Individual Student Planning:** Assists students and parents in development of academic and career plans.
- **System Support (Direct/Indirect Student Services):** Includes program, staff and school support activities and services.

Elementary (K-5)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Academic <ul style="list-style-type: none"> • Classroom guidance lessons (intro to counselor, listening skills, coping skills, mindfulness) 	Academic <ul style="list-style-type: none"> • Child Study/ Academic Intervention Team meetings • Gifted referrals • Truancy Elimination Plan (TEP) meetings 	Academic <ul style="list-style-type: none"> • Individual Counseling (grades, study skills, school anxiety, organization skills, etc.) • 504 meetings 	Academic <ul style="list-style-type: none"> • Assist with student placement • Receive/ process request for records • Attend grade level meetings • Review 504 Plans with staff • Student observations • Parent communication • File report cards • File PSSA reports • Kindergarten orientation • 4th Grade Meet the Teacher Night • 4th Grade Testing • Prep. for Terra Nova (grades K-2) • Prep/administration of PSSA (gr 3-5) • 3rd and 5th grade transition days • Attend year-end student activities
Career <ul style="list-style-type: none"> • Classroom guidance lessons: Career searches, Holland Code 	Career	Career	Career
Personal/Social <ul style="list-style-type: none"> • Classroom guidance lessons: mind yeti 	Personal/Social <ul style="list-style-type: none"> • Second Step Curriculum • New student lunch bunch groups • Individual counseling • Crisis counseling • Group counseling/ lunch bunches (Friendship Skills building, Dealing with Loss, Changing Families, Anger Management) • Olweus class meetings 	Personal/Social	Personal/Social <ul style="list-style-type: none"> • Parent Communication • Anti-bullying Assemblies (Olweus Kick-off) • Kelly holiday gift giving for needy students • Dragon Star Week (SWPB) • Red Ribbon Week and Drug Prevention Month • Random Acts of Kindness activities • #GoodNewsCalloftheDay • Linntown Service Projects
Percentage of Time 35%	Percentage of Time 30%	Percentage of Time 10%	Percentage of Time 25%

Middle School (6-8)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Academic <ul style="list-style-type: none"> Open House 	Academic <ul style="list-style-type: none"> Attendance meetings and SAIPs 	Academic <ul style="list-style-type: none"> Schedule preparation Finalize special ed. student schedules Schedule new students to the district Hand schedule students Individual student planning New student file review Individual student planning with teams 504 Meetings High school course selection – grade 8 	Academic <ul style="list-style-type: none"> Tours for new students/parents Attend District counselor meetings RAPS training Monitoring of eSchool and accelerated students Attend team meetings Individual achievement & ability testing Gifted referral screenings Assist with learning support referrals Student observations Oversee maintenance of academic student records 8th grade curriculum meeting
Career <ul style="list-style-type: none"> Service projects – Advisory 8th Grade prep for SUN Tech trip (video and discussion) SUN Tech trips Career Cruising portfolios 8th grade Family and Consumer Science course Pre-high school letters to self 8th grade job shadowing 	Career <ul style="list-style-type: none"> Multi-media assembly 	Career <ul style="list-style-type: none"> Interest surveys Portfolio development Learning styles survey Career presentations 8th grade job shadowing 6th grade workshops at SUN 	Career <ul style="list-style-type: none"> Sort portfolios from incoming 6th grade students Career day at Penn Tech SUN Tech trips 8th grade parent conferences
Personal/Social <ul style="list-style-type: none"> Student support grade-level presentations Sexual harassment lessons Bully prevention 	Personal/Social <ul style="list-style-type: none"> Crisis counseling Individual counseling Group counseling Student mediations Red Ribbon Week Activities SAP meetings Internet safety lessons 	Personal/Social <ul style="list-style-type: none"> Oversee maintenance of academic student records - in accordance with School Policy – including enrollments and withdrawals Individual counseling 	Personal/Social <ul style="list-style-type: none"> New student orientation Parent communications New student tours/guide RAPS training and booster sessions Advisory team meetings Parent communications Red Ribbon Week – Student Council SAP meetings Tours for new students/parents School Attendance Improvement Plan meetings
Percentage of Time 20%	Percentage of Time 20%	Percentage of Time 25%	Percentage of Time 35%

High School (9-12)

School Counseling Core Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Academic <ul style="list-style-type: none"> 9th Grade Orientation/Link Crew 1st day of school grade level assemblies Update Counseling Department webpage with pertinent data 	Academic <ul style="list-style-type: none"> AIT Team meetings – weekly Parent phone calls/emails Teacher concerns Meet with at-risk students SAP team meetings- weekly 	Academic <ul style="list-style-type: none"> Input for ER, RR, 504, GIEPs Regular meetings with all students Review of credits and course selections Advisory lessons related to personal issues 	Academic <ul style="list-style-type: none"> Consultation with teachers New Enrollments Schedule changes PSAT registration and administration Keystone administration/proctoring AP registration and proctoring CDT & Keystone setup PowerSchool Duties (report cards, storing grades, class rank, honor roll, adjusting final grade setup, years & terms, rollover preparation) Summer school registration Master schedule development/revisions / changes (consultation)
Career <ul style="list-style-type: none"> 12th grade Graduation Project Course selection presentation (8th gr) Course selection assemblies/meetings through Advisory 11th grade planning interview 12th grade post-secondary planning interviews Personal Finance/Career Awareness class (grade 9) Mock interviews 	Career <ul style="list-style-type: none"> Coordinate with Career teachers and K-12 Career Counselor to keep apprised of student plans Review Career Interest assessments to assist students who are struggling with future plans Encourage participation in Career Speaker presentations Assist and encourage seniors to consider Senior Service to solidify career interests 	Career <ul style="list-style-type: none"> Course selection Advisory lessons related to career topics 11th grade planning interviews 12th grade post-secondary planning meetings Resume writing Interest survey and exploration Add to individual portfolio Job shadowing Work with juniors to finalize Senior Project plans prior to summer before senior year 	Career <ul style="list-style-type: none"> College Night College Rep Visits Financial Aid Night Regular mailings to parents/students Alumni discussions ?? Career/College Planning Meeting for sophomores and juniors and parents
Personal/Social <ul style="list-style-type: none"> Student interviews (begin. of year, 9-12) 	Personal/Social <ul style="list-style-type: none"> SAP team member/case manager Crisis response 	Personal/Social <ul style="list-style-type: none"> Individual counseling & peer counseling as needed 	Personal/Social <ul style="list-style-type: none"> Crisis team member Participation in SAP team meetings
Percentage of Time 30%	Percentage of Time 20%	Percentage of Time 30%	Percentage of Time 20%

9. Curriculum Action Plans

Kindergarten

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Introduction to the SWPBP	PS:A2	Dragon Star Board and materials	August	All Kindergarten	Classroom	Discussion	students, teachers	School counselor
Listening	PS:A1, PS:A2, C:C2.4	Why Should I Listen? Activity	September	All Kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Respect of Differences	PS:A1, PS:A2, C:A2.5	"Colors of the Rainbow"	October	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Classroom Community/Belonging	PS:A1	"The Lonely Firefly"	November	All Kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Gift of Self	PS:A1	"The Giving Tree"	December	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor
Stranger-Danger	PS:C1	Video: Stranger vs. Acquaintance	January	All kindergarten	Classroom	Discussion and activity	students, teachers	Transitions, Lewisburg, PA
Careers	C:A1, C:A2	"Working People and Working Places"	March	All kindergarten	Classroom	Discussion and activity	students, teachers	School counselor

Grade 1

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Uniqueness of Self	PS:A1, PS:A2, C:B1.2	Thumbprint Activity	October	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Self-Esteem	PS:A1, C:A1.3, C:C2.1	I like Myself Badges	November	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Self and Others	A:A3	Venn Diagram Handout	December	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Good Touch/Bad Touch	PS:A1	"Big Bear/Little Bear" video	January	All 1st grade	Story/Discussion/Activity	Story/Discussion/Activity	School counselor	Transitions, Lewisburg, PA
Making Friends	PS:A2	"Let's Be Friends" video	February	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor
Careers	C:B2, A:C1	"Jobs People Do"	March	All 1st grade	Classroom	Story/Discussion/Activity	students, teachers	School counselor

Grade 2

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Cooperation	PS:A2, C:C2, C:A1.4	"Swimmy"	September	All 2nd grade	Classroom	Activity/Story/ Discussion	students, teachers	School counselor
Self-Esteem	PS:A1, C:A1.3	IALAC activity	October	All 2nd grade	Classroom	Activity/Story/ Discussion	students, teachers	School counselor
Feelings	PS:A1, PS:B1	"Glad, Mad, Sad" video	November	All 2nd grade	Classroom	video/Activity/ Discussion	students, teachers	School counselor
Good Touch/Bad Touch	PS:A1, PS:C3, PS:C1	"What to Know"	January	All 2nd grade	Classroom	video/discussion	students, teachers	Transitions, Lewisburg, PA
Anger Management	PS:A1, PS:B1, C:C2.2	"My temper-a-ture" worksheet activity	February	All 2nd grade	Classroom	Activity/Story/ Discussion	students, teachers	School counselor
Stress	PS:C1	"Don't Pop Your Cork on Mondays!"	February	All 2nd grade	Classroom	Activity/Story/ Discussion	students, teachers	School counselor

Grade 3

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Decision Making/Problem Solving	PS:C1, PS:B1	"Owen & Mzee"	September	All 3rd grade	Classroom	Story and Discussion	students, teachers	School counselor
Making Friends	PS:A2	Creating a Friendship Book	October	All 3rd grade	Classroom	Story/Discussion/ Activity	students, teachers	School counselor
Teasing	PS:A1, PS:A2	"Simon's Hook"	November	All 3rd grade	Classroom	Story/Discussion/ Activity	students, teachers	School counselor
Attributes and Character Traits	1 13.1.3a	Student Roster Character traits and attributes sheet document camera	September	All 3rd grade	Classroom	Discussion and Activity	Students	K12 Career Counselor
Safety/Anti-Bullying	PS:A1, PS:A2, PS:C1	"How I learned Not to be Bullied"	January	All 3rd grade	Classroom	Video/Discussion	students, teachers	Transitions, Lewisburg, PA
Conflict Resolution	PS:A2	I-Messages, Understanding Different Perspectives	February	All 3rd grade	Classroom	Activity/ Discussion	students, teachers	School counselor
Character traits lesson 2	13.1.3.a, 13.1.3.b 13.2.5a	Completed student names hand-out for each student (from last lesson), vocabulary, My Attributes sheet	October	All 3rd grade	Classroom	Attribute Sheet, presenting to class	Students	K12 Career Counselor
Careers	C:B2, C:C2	Name that Career! Game	March	All 3rd grade	Classroom	Activity/Discussion	students, teachers	School counselor

Grade 4

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Olweus Bullying Prevention Rules	B-SS.2	Olweus	August	All 4th grade	Classroom	Discussion	students	Homeroom teacher
Service projects	M3, M5, B-SS.7	varies	monthly	All 5th grade	schoolwide	collection of items	students	School counselor
Mind Yeti - Second Step (Mindfulness)	B-SMS.2	Mind Yeti (website)	September	All 4th grade	Classroom	Discussion	students	School counselor
Second Step Social Emotional Learning Program - Empathy and Skills for Learning:Unit 1	B-SS.4	Binder/online resources	Marking Period 1	All 4th grade	Classroom	Discussion	students	School counselor
Second Step Social Emotional Learning Program - Emotion Management - Unit 2	B-SMS.2	Binder/online resources	Marking Period 2	All 4th grade	Classroom	Discussion	students	School counselor
Second Step Social Emotional Learning Program - Problem Solving - Unit 3	B-SMS.7	Binder/online resources	Marking Period 3	All 4th grade	Classroom	Discussion	students	School counselor
Career lesson Soft Skills and Team work	13.3.5a,b,c	cards, washi tape, reflection sheet	December	All 4th grade	Classroom	Discussion	students	K12 Career counselor
Introduction to Career Portfolios	M4 13.2.5c	handout	February	All 4th grade	Classroom	Discussion	students	School counselor
SUN ATI Visit	M4 13.1.5d	Assembly	March	All 4th grade	All Purpose Room	Discussion	students	School or career counselor
Olweus Bullying Prevention Rules	B-SS.2	Olweus	August	All 4th grade	Classroom	Discussion	students	Homeroom teacher

Grade 5

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Olweus Bullying Prevention Rules	B-SS.2	Olweus	August	All 5th grade	Classroom	Discussion	students	Homeroom teacher
Service projects	M3, M5, B-SS.7	varies	monthly	All 5th grade	schoolwide	collection of items	students	School counselor
Second Step Social Emotional Learning Program - Empathy and Skills for Learning:Unit 1	B-SS.4	Binder/online resources	Marking Period 1	All 5th grade	Classroom	Discussion	students	School counselor
Mind Yeti - Second Step (Mindfulness)	M1	video	all year	All 5th grade	Classroom	Discussion	students	School counselor
Second Step Social Emotional Learning Program - Emotion Management - Unit 2	B-SMS.2	Binder/online resources	Marking Period 2	All 5th grade	Classroom	Discussion	students	School counselor
Second Step Social Emotional Learning Program - Problem Solving - Unit 3	B-SMS.7	Binder/online resources	Marking Period 3	All 5th grade	Classroom	Discussion	students	School counselor

Entrepreneur Visit - Adopt-A-Classroom	13.4.5a,bc	presenter powerpoint	Fall	All 5th grade	Classroom	Reflection sheet	students/Business Person	Entrepreneur/Teacher, K12 Career counselor
Entrepreneur Follow-up: Adopt-A-Classroom	13.4.5c	bus?	Spring	5th grade	classroom/field trip	Reflection sheet	students/Businesses	teacher/entrepreneur /K12 Career Counselor
Holland Code	M4 13.1.5b	pacareerzone.org	February	All 5th grade	Classroom	Discussion/submit worksheet	students	School counselor

Grade 6

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
<u>Second Step</u> Unit 1 - Mindsets & Goals Lessons: Welcome; Grow Your Brain 1; Grow Your Brain 2; Can Personalities Change?; Setting Goals; If-Then Plans	M1; M5; M6	<u>Second Step</u> Social-Emotional Learning Curriculum	August-October	All 6 th Grade	Middle School	Review and Assessment (Optional)	Students	6 th Grade Advisors
<u>Second Step</u> Unit 2 - Values & Friendships Lessons: Values and Decisions; Social Values, What's a Friend?; Making Friends; Challenge: Making Friends	M3; B-SS 2	<u>Second Step</u> Social-Emotional Learning Curriculum	November-January	All 6 th Grade	Middle School	Review and Assessment (Optional)	Students	6 th Grade Advisors
<u>Second Step</u> Unit 3 - Thoughts, Emotions, & Decisions Lessons: What Are Emotions?; Values and Emotions; Spot the Thought; Calming Down; Slow Breathing	M1; B-SMS 1; B-SMS 7	<u>Second Step</u> Social-Emotional Learning Curriculum	January-February	All 6 th Grade	Middle School	Review and Assessment (Optional)	Students	6 th Grade Advisors
<u>Second Step</u> Unit 4 - Serious Peer Conflicts Lessons: Perspectives; Challenge: Perspectives; Recognizing Serious Conflicts; Challenge: Recognizing Conflicts; Resolving Serious Conflicts; Challenge: Resolving Conflicts; Making Amends; Bullying; Gratitude	B-SS 2; B-SS 4; B-SS 5; B-SS 8; B-SS 9	<u>Second Step</u> Social-Emotional Learning Curriculum	March-May	All 6 th Grade	Middle School	Review and Assessment (Optional)	Students	6 th Grade Advisors
<u>Careers - 4 lessons</u> Learning styles-Discussion; Define Entrep., Compare and Contrast Ent. vs Traditional; Character traits of an entrepreneur; Business in Google Classroom (4 lessons)	13.3.8 a,g; 13.4.8 a,b, c	Four Lessons Career Cruising Lessons; Powerpoint and Google Classroom Materials	September-December	All 6 th Grade	Middle School	Career Cruising Portfolio; Assessment Results	Students	K12 Career Counselor and Advisors
Service Projects	M3; M5; B-SS 7	Supplies and Materials	October.-May	All 6 th Grade	Middle School	Finished Products Delivered to Site in Need	Students	6 th Grade Advisors

Multi-Media Assembly	B-SMS 1-10	Campus Life Presentation; Screens/Sound	One Presentation Per School Year	All 6 th Grade	Middle School	Recap/Discussion	Students	Principal
Bucknell University Field Trip	M1; B-SS 2	Anti-Bullying/ Physical Health and Wellness	Winter	All 6 th Grade	Bucknell University	Active Participation and Discussion	Students	6 th Grade Teachers
Preparation, Presentations, and Tours to 5 th Grade Students	B-SMS 1; B-SS 7	Tour Maps; Index Cards; Topics	May	All 6 th Grade	Middle School	Student Presentations	Students	6 th Grade Advisors

Grade 7

Lesson Content/Program Content	ASCA/ CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
<u>Second Step</u> Unit 1 - Mindsets & Goals Lessons: Welcome; Starting Middle School/Helping New Students; Making Mistakes; Embracing Challenges; Personalities Change; Setting Goals; If-Then Plans	M1; M5; M6	<u>Second Step</u> Social-Emotional Learning Curriculum	August-October	All 7 th Grade	Middle School	Review and Assessment (Optional)	Students	7 th Grade Advisors
<u>Second Step</u> Unit 2 - Values & Friendships Lessons: Values and Decisions; Online Values; What Kind of Friend Are You?; Strengthening Friendships; Challenge: Friendships	M3; B-SS 2	<u>Second Step</u> Social-Emotional Learning Curriculum	November-January	All 7 th Grade	Middle School	Review and Assessment (Optional)	Students	7 th Grade Advisors
<u>Second Step</u> Unit 3 - Thoughts, Emotions & Decisions Lessons: The Role of Emotions; Handling Emotions; Unhelpful Thoughts; Be Calm; Frustration	M1; B-SMS 1; B-SMS 7	<u>Second Step</u> Social-Emotional Learning Curriculum	January-February	All 7 th Grade	Middle School	Review and Assessment (Optional)	Students	7 th Grade Advisors
<u>Second Step</u> Unit 4 - Serious Peer Conflicts Lessons: Jumping to Conclusions; Avoiding Serious Conflicts; Resolving Serious Conflicts; Challenge: Resolving Conflicts; Taking Responsibility; Gender Harassment; What You Learned	B-SS 2; B-SS 4; B-SS 5; B-SS 8; B-SS 9	<u>Second Step</u> Social-Emotional Learning Curriculum	March-May	All 7 th Grade	Middle School	Review and Assessment (Optional)	Students	7 th Grade Advisors
<u>Careers - 4 lessons</u> Optical Illusions-- seeing differently; Marshmallow challenge (teamwork, communication); Career Matchmaker; Thank you cards	13.2.8e; 13.3.8a, b, c; 13.1.8 a, b, c; 13.2.8c	Four Lessons; Materials powerpoint, google classroom, marshmallows, toothpicks, career cruising, thank you cards	September-December	All 7 th Grade	Middle School	Career Cruising Portfolio; Assessment Results	Students	K12 Career Counselor and Advisors

Service Projects	M3; M5; B-SS 7	Supplies and Materials	October- May	All 7 th Grade	Middle School	Finished Projects Delivered to Site in Need	Students	7 th Grade Advisors
Sexual Harassment	B-SMS 9; B-SS 8-9	Presentation by Transitions	One Presentation Per School Year.	All 7 th Grade	Middle School	Discussion; Pre- and Post- Assessment	Students	Counselors
Multi-Media Assembly	B-SMS 1-10	Campus Life Presentation; Screens/Sound	One Presentation Per School Year	All 7 th Grade	Middle School	Recap/ Discussion	Students	Principal

Grade 8

Lesson Content/Program Content	ASCA/CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
<u>Second Step</u> Unit 1 - Mindsets & Goals Lessons: Welcome; Your Identity; Identity and Social Groups; Interests Matter; Overcoming Failure; SMART Goals; If-Then Plans	M1; M5; M6	<u>Second Step</u> Social-Emotional Learning Curriculum	August- October	All 8 th Grade	Middle School	Review and Assessment (Optional)	Students	8 th Grade Advisors
<u>Second Step</u> Unit 2 - Values & Friendships Lessons: Values and Decisions; Positive Relationships; Relationships Change; Negative Relationships; Challenge: Relationships	M3; B-SS 2	<u>Second Step</u> Social-Emotional Learning Curriculum	November- January	All 8 th Grade	Middle School	Review and Assessment (Optional)	Students	8 th Grade Advisors
<u>Second Step</u> Unit 3 - Thoughts, Emotions, & Decisions Lessons: Emotions and Decisions; Responding to Anger; Handling Rejection; Stay Calm; Anxiety	M1; B-SMS 1; B-SMS 7	<u>Second Step</u> Social-Emotional Learning Curriculum	January- February	All 8 th Grade	Middle School	Review and Assessment (Optional)	Students	8 th Grade Advisors
<u>Second Step</u> Unit 4 - Peer Conflicts Lessons: Assumptions; Challenge: Assumptions; Helping Friends Avoid Conflicts; Helping Friends Resolve Conflicts; Challenge: Resolving Conflicts; Helping Friends After a Conflict; Sexual Harassment; High School	B-SS 2; B-SS 4; B-SS 5; B-SS 8; B-SS 9	<u>Second Step</u> Social-Emotional Learning Curriculum	March- May	All 8 th Grade	Middle School	Review and Assessment (Optional)	Students	8 th Grade Advisors
Careers Education	C:A1-2; C:B1-2; C:C1-2; 13.1-4.8	Lessons; Materials Career Cruising	August-May	All 8 th Grade	Middle School	Career Cruising Portfolio; Assessment Results	Students	FCS Teacher
Careers - SUN prep	13.1-4.8	SUN - Hands on lessons, Survey Monkey, Google Classroom	Sept-Dec	8th grade	Middle School	Student and Parent Survey	Students and Parents	K 12 Career Counselor
Service Projects	M3; M5; B-SS 7	Supplies and Materials	October- May	All 8 th Grade	Middle School	Finished Projects Delivered to Site in Need	Students	8 th Grade Advisors

Multi-media Assembly	B-SMS 1-10	Campus Life Presentation; Screens/Sound	One Presentation Per School Year	All 8 th Grade	Middle School	Recap/ Discussion	Students	Principal
SUN Tech Preparation and Field Trip	M4; B-LS 5,7,9	Video; Buses; Session Rosters	One Field Trip Per School Year	All 8 th Grade	SUN Tech – New Berlin	Student Feedback	Students	K12 Career Counselor
H.S. Curriculum Presentation and Course Selection	B-LS 7,8,9	Curriculum Guide; Course Selection Forms	February-March	All 8 th Grade	Middle School & High School	Completed Course Selection Forms	Students	H.S. & M.S. Counselors
Letters to Self	B-SS 1	Paper; Envelopes	May	All 8 th Grade	Middle School	Completed, Sealed Letters	Students	8 th Grade Advisors
Job Shadowing	B-LS 9; B-SS 9	Signed Permission, Google Classroom	September-May	All 8 th Grade	Off-site - community	Follow Up Narrative	Students	K12 Career Counselor
Required Career Plan	13.8.1,2,3,4	Career Cruising and Google Classroom	April/May	All 8 th Grade	Classroom	Plan document in Google Classroom	Students	K12 Career Counselor
Sex Ed, STDs, HIV, & AIDS	B-SMS 9; B-SS 5	Lessons; Activity Materials	January-March	All 8 th Grade	Middle School	Summative Assessment	Students	P.E. Teachers

Grade 9

Lesson Content/Program	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
9th grade orientation	13.1.11 C	H.S. Curriculum Guide	August	all 9th grade	High School	transition to High School	students	Counselors
Job Shadowing/Career Experience	13.1-4.11	Career Experience Packet and Google Classroom	September and January	9th grade	High School	Individual presentations	students	K12 Career Counselor and Business Teacher
Career Lessons and Interest Inventory	13.1-4.11 A B	Career Cruising	Sept. to April	all 9th grade	High School	Appropriate Career goals, portfolio	students	Bus. Teacher
Class/individual planning meetings	13.1.11 E G	N/A	Sept. to April	all 9th grade	High School	Appropriate career/college goals	students	Counselors
10th grade scheduling	13.1.8 F G H	H.S. Curriculum Guide	January	all 9th grade	High School	Completed appropriate schedule	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 9th grade	High School	personal growth	students	Counselors, Intervention Specialist
Link Crew activities	16.2.12.C	varied activities	Aug - May	all 9th grade	High School	Personal skills	students	Counselors, Link Crew Advisors
Preview Days of schedule	13.1.8 FGH	Schedules	May	All 9th grade	High School	Completed appropriate schedule	students	Counselors
Guidance Information	13.1.11.H	LAHS Guidance website	yearlong	all 9th grade	High School	website usage	students	Counselors

Grade 10

Lesson Content/Program	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Work Skills/Soft Skills	13.2.11	Hand-outs and Career Link Material	October	all 10th Grade	SS classroom	Reflection in Google Classroom	Students	K12 Career Counselor

Career assessments	13.1.11.C	various inventories	Sept. to May	all 10th grade	High School	COPS, Briggs, etc.	students	Counselors
PSAT assessment	13.1.11.F	PSAT	October	volunteer basis	High School	PSAT	students	Counselors
Career/College Searches	13.1.11.E	results of PSAT	November - May	all 10th grade	High School	Big Future website, PSAT results	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 10th grade	High School	personal growth	students	Counselors, Intervention Specialist
College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./ Bucknell	College Acceptance	students	Counselors, Post-Secondary representatives
11th grade scheduling	13.1.8 F G H	H.S. Curriculum Guide	January	all 10th grade	High School	Completed Appropriate Schedule	students	Counselors
Preview Days of schedule	13.1.8 F G H	schedules	May	All 10 th grade	High School	Completed Appropriate Schedule	students	Counselors
Guidance Information	13.1.11.H	LAHS Guidance website	yearlong	all 10th grade	High School	website usage	students	Counselors

Grade 11

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Career Inventory and Resume/ Career Portfolio	13.1.11	Naviance	January	all 11th graders	HS	Portfolio	students	K12 Career Counselor/HS Counselors
PSAT assessment	13.1.11.F	PSAT materials (practice and test)	October	volunteer basis	High School	PSAT	students	Counselors
SUN Tech Presentation	13.1.11.D	SUN Tech materials	November	all 11th grade	High School	acceptance at SUN ACT	students	Counselors
SUN Tech Visitation	13.1.11.D	SUN Tech materials	December	volunteer basis	SUN ACT	acceptance at SUN ACT	students	Counselors, SUN staff
College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./Bucknell	College Application	students	Counselors, Post-Secondary representatives
Visiting College/Career representatives	13.1.11.D	visiting representatives	Sept. to May	volunteer basis	High School	College Application/job skills	students	Counselors, Post-Secondary representatives
College/Career Planning Meetings	13.1.11.H	LAHS College Planning Guide	March to May	all 11th grade	High School	College Application/job skills	students	Counselors
Financial Aid Night	13.1.11.H	PHEAA Materials	May	volunteer basis	High School	Financial Awards	students	Counselors, PHEAA representative/ College Financial Aid Director
Informed Decision-making	13.2.11.H	N/A	Sept. to May	all 11th grade	High School	personal skills	students	Counselors
Job Shadowing/College Visits	13.1.11.F	interview questions, searches	Sept. to May	all 11th grade	High School	College Application/job skills	students	Counselors, local businesses, post-secondary institutions
Graduation Project Proposals	13.3.11.A	Graduation Project Packets	May	all 11th grade	High School	personal/career growth	students	Counselors, Advisors
Values/careers lessons	16.2.12.A	Guidance and commercially prepared lessons	Sept. to May	all 11th grade	High School	personal skills	students	Counselors, Advisors
12th grade scheduling	13.1.8 F G H	High School Curriculum Guide	January	all 11th grade	High School	Completed appropriate schedule	students	Counselors

Preview Days of schedule	13.1.8 F G H	schedules	May	all 11th grade	High School	Completed appropriate schedule	students	Counselors
Counselor support	13.1.11.H	indiv./group counseling	Sept. to May	all 11th grade	High School	personal growth	students	Counselors, Intervention Specialist
College Planning information	13.1.11.H	LAHS Guidance Website	yearlong	all 11th grade	High School	feedback on usage	students	Counselors

Grade 12

Lesson Content/Program Content	ASCA /CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
SAT/ACT Administration	13.1.11.B	College Board/ACT	Sept. to June	volunteer	High School	Test results	students	Counselors
Scholarships and Opportunities	13.1.11.F	LAHS Common Scholarship Forms; local scholarships	Sept. to June	all 12th grade	High School	Senior Awards Night	students	Counselors, Community representatives
College Planning interviews	13.2.11.C	College Planning Guide, applications	Sept. to June	all 12th grade	High School	College Acceptance	students	Counselors
Career Planning meetings	13.1.11.F	N/A	Sept. to June	all 12th grade	High School	job placement, if applicable	students	Counselors
ASVAB testing	13.1.11.B	ASVAB tests/practice materials	Sept. to June	volunteer basis	High School	Military recruitment	students	Counselors, Job, Coach, Military Representatives
College Night	13.1.11.D	visiting representatives	October	volunteer basis	H.S./ Bucknell	College Acceptance	students	Counselors, Post-Secondary representatives
Visiting College/Career representatives	13.1.11.D	visiting representatives	Sept. to May	volunteer basis	High School	College Acceptance	students	Counselors, Post-Secondary representatives
Financial Aid Night	13.1.11.H	PHEAA Materials	May	volunteer basis	High School	Financial Aid rewards	students	Counselors, PHEAA representative/ College Financial Aid Director
Informed Decision-making	13.2.11.H	N/A	Sept. to May	all 12th grade	High School	Post-secondary plan	students	Counselors
Job Shadowing/College Visits	13.1.11.F	interview questions, searches	Sept. to May	all 12th grade	High School	Post-secondary plan	students	Counselors, local businesses, post-secondary institutions
Graduation Project Presentations	13.3.11.A	Graduation Project Packets	November	all 12th grade	High School		students	Counselors, Advisors
Values/careers lessons	16.2.12.A	Guidance and commercially prepared lessons	Sept. to May	all 12th grade	High School	personal skills	students	Counselors, Advisors
OVR/Transition clinics	13.4.11.C	Application	Sept. to May	LS Students	High School	career/ educational placement	students	Counselors, Job Coach, outside agencies
College Planning information	13.1.11.H	LAHS Guidance Website	yearlong	all 12th grade	High School	feedback on usage	students	Counselors

10. Career and Post-Secondary Resources

Resource Type	Name of Resource
Umbrella Organizations	Lewisburg Downtown Business Partnership GSV Chamber of Commerce, Bob Garrett GSV United Way, Joanne Troutman Central PA Chamber of Commerce, Jeff Shaffer
Community/State Organizations	Americorps PHEAA, Marla Kane, 570-220-0473 PA Career Link, Sunbury PA Association of College Admissions (PACAC) Commonwealth Workforce Devel. Corp., Rachel Smith Penn State Cooperative Extension, Sunbury, 800-851-9710
Individual Contacts	Bucknell University – Andrea Lechter-Stauffer McCann School of Business Amy Dunn Pennsylvania College of Technology – Heather Allison Susquehanna University – Madeleine Rhyneer
Community/Business Meetings	LAHS School Counseling Advisory Council Junior Achievement Young Women's Symposium Young Americans Banquet Greater Susquehanna Valley Chamber Education Committee
Community Events	PA Career Link Career Fair Various College Fairs
Internet Based Links	www.pacareerstandards.com (PA Career and Work Standards) www.careercruising.com www.onetonline.org (O*Net) www.pacareerzone.org (PA Career Zone) www.educationplanner.org (Education Planner) www.bls.gov/k12/students/htm (Occupational Outlook) www. ACT.org www.pheaa.org www.collegeboard.org www.fastweb.com
Media/Advertising	Daily Item (newspaper) Standard Journal (newspaper) WNEP WKOK
Publication/Documents	SUN Tech Program Brochures PA Career Guide LAHS School Counseling Office Library Resources LAHS School Counseling website LAHS College Planning Guide LASD College and Career Checklist 6-12

11. SUN Area Technical Institute Strategies

Student Awareness:

Grade	Intervention/ Program/Events	Data Used/Success Indicator	Begin & End	Contact Person
4	SUN ATI Visits Linntown	Feedback	March	Career Counselor
4-5	Career Exploration	Discussion	1-2 classes per year	Counselor
7-8	Advisory Lessons: Career Exploration	Discussion	Yearly	Counselor/Advisors
8	Curriculum Night	Completed Course Selection Sheets	January	Principal/Counselors
8	SUN Tech Advisory	Discussion	October	School Counselor
8	Field Trip	Feedback	October	School Counselor
10	Visit SUN ATI Program – shadow a student *	Discussion, Feedback	Yearly	School Counselor/SUN ATI
11	SUN ATI Assembly	Feedback	November	SUN ATI/ Guidance Office
11	SUN ATI Field Trip	Feedback	December	Counselors/ SUN ATI
9-11	Cafeteria Visits	Set-up in cafeteria by SUN Staff	Every month	SUN ATI staff
9-12	Visit Tech classes	Discussion	October, February	Career Counselor

Parent Awareness:

Intervention/ Program/Events	Date	Data Used/Success Indicator	Contact Person
9 th Grade Orientation	August	Questions and Answers	Principal/Counselors
Career Experience Mailing	September	Message Sender	Career Counselor
Career Information Mailing	January	Message Sender - 11 th grade letter	Career Counselor
Curriculum Night	January	Completed Course Selection Sheets	Principal/Counselors
Materials available during Open House/Conferences	September	Questions from parents	Counseling Staff
Enhance District website with job/career information *	All Year	Feedback	Counselors
Website link to SUN ATI	All Year	Comments from parents	Counselors
8 th grade Parent Conferences on Student Career Portfolio	November	Career Profile	Career Counselor
10 th -11 th Grade Parent Night	February	Discussion/Feedback	School Counselors

Educator Awareness:

Intervention/ Program/Events	Date	Data Used/Success Indicator	Contact Person
Field Trip Chaperones	Fall	Increased Awareness	Counselors
SUN ATI Representative visits to HS	Every month	Assist with setup/review materials	Counselors/ Cafeteria proctors
Informational Sessions for all juniors	November	Increased enrollment requests	Counselors
Individualized visits for Learning Support Students	Ongoing	Personalize program choices	Counselors/LS Transition Coordinator
Career emails	Ongoing	Increase Awareness	Career Counselor

12. Individualized Career Plan

My Eighth Grade Career Plan

1. My two main Career Cluster are:

- a.
- b.

(13.1.8 a,b)

2. Three careers that are of interest to me saved in my Career Cruising account are:

- a.
- b.
- c.

(13.1.8 a,b)

3. Courses I should consider taking at the high school based on my career interests/career clusters are (name at least 3):

- a.
- b.
- c.

(13.1.8 g,h)

4. Activities I should consider joining at the high school based on my career interests/career clusters are (name at least 2):

- a.
- b.

(13.1.8 f,g, h)

5. I am interested in attending SUN tech in my senior year. Yes or No

6. I am interested in attending a 2-year or 4-year college after graduating high school. Yes or no

7. I am interested in joining the military after high school. Yes or No

8. I am interested in obtaining a job after high school graduation and not attending school. Yes or No

(13.1.8 d)

9. What did you learn about yourself this year by doing career exploration in FCS class?

10. One goal I have for myself in high school is ...

<u>Position:</u>	Guidance Counselor – Elementary
<u>Department:</u>	Professional Staff Bargaining Unit
<u>Supervisor's Position:</u>	Building Principal
<u>Educational Requirements and Qualifications:</u>	Appropriate certification as an Elementary School Guidance Counselor from the PA Department of Education.
<u>Summary Purpose of Position:</u>	<p>Elementary Guidance Counselor provides counseling to students, assists in academic interventions, maintains student records, consults with parents and staff regarding students, facilitates the placement of students, coordinates standardized testing, supports the curriculum, and communicates with the parents and agencies regarding student matters.</p> <p>No supervisory activities will be assigned. This is a 203 day position.</p>
<u>Evaluation:</u>	Performance of this job will be evaluated by the building principal.

PERFORMANCE RESPONSIBILITIES

Guidance and Counseling:

- Collect data and develop behavior plans for students
- Assist students in identifying and understanding problems.
- Participate in parent/teacher conferences, as needed.
- Assist in the orientation of students new to the school.
- Provide classroom guidance lessons at regular intervals during the school year.
- Assist students in developing skills related to problem solving.
- Provide individual and group counseling.

Academic Intervention:

- Assist the staff in analyzing student data.
- Assist teachers in creating Individualized Academic Plans.
- Serve as a resource for staff in the development and implementation of interventions.
- Gather and organize data for Academic Intervention/Pre-Referral Meetings.

- Coordinate Pre-Referral meetings with parents and appropriate school personnel.
- Screen students referred for gifted evaluations using the K-BIT 2 or appropriate instrument.
- Distribute and collect forms from teachers and parents. Tally the information and make referrals as appropriate.

Student Records

- Supervise the maintenance of student cumulative records for all students.
- Prepare and submit reports, as requested.
- Copy and send student records for transfers out of the district or requests by appropriate agencies

Consultation

- Participate in Inner Agency and Multidisciplinary Evaluation Teams
- Assist in the induction of new teachers in those areas pertaining to guidance and counseling.
- Meet with parents, teachers, and students to discuss individual student problems and child study team meeting results.
- Provide information to the Middle School Guidance counselors, as required.

Placement:

- Provide Principal with recommendations for student grouping, where appropriate.
- Monitor pupil progress and make recommendations for adjusting pupil programs, when necessary.
- Assist students in transition efforts to the Middle School.
- Attend placement meetings as scheduled and assist with the placement of new students.

Curriculum:

- Establish goals and objectives for each guidance class
- Assist in the teaching of the career/work standards
- Assist the Superintendent, Curriculum Coordinator, and Principal in the implementation, development, and evaluation of the curriculum for guidance and counseling.
- Be aware of the new developments in educational programs in the area of guidance and counseling.

Testing

- Coordinate, supervise, and assist in the administration of, and help interpret the standardized testing program including all national and state assessments.
- Administer selected tests as appropriate including Kindergarten placement screenings.
- Gather background data on individual students as appropriate.

Public Relations:

- Act as a liaison with community resources persons and groups.
- Make referrals to and communicate with outside agencies as appropriate.
- Provide information regarding guidance services to parents and the community.

Administrative Routine:

- Maintain an accurate inventory of all equipment, books, and materials.
- Attend faculty meetings
- Prepare budget requests
- Perform other duties, as may be assigned by the principal.

LEWISBURG AREA SCHOOL DISTRICT
PROGRAMS CATEGORIES AND CRITERIA

JOB DESCRIPTION

COUNSELORS

<u>Position:</u>	Guidance Counselor – Middle School
<u>Department:</u>	Professional Staff Bargaining Unit
<u>Supervisor's Position:</u>	Building Principal
<u>Educational Requirements and Qualifications:</u>	Appropriate certification as a Secondary School Guidance Counselor from the PA Department of Education.
<u>Summary Purpose of Position:</u>	<p>A Middle School Guidance Counselor provides technical and career counseling to students, assists in academic interventions, maintains student records, consults with parents and staff regarding students, facilitates the placement of students, coordinates standardized testing, supports the curriculum, and communicates with the parents and agencies regarding student matters.</p> <p>No supervisory activities will be assigned. This is a 208 day position.</p>
<u>Evaluation:</u>	Performance of this job will be evaluated by the building principal.

PERFORMANCE RESPONSIBILITIES

Individual and Group Counseling

- Provides counseling for personal issues and academic concerns
- Assists in course selection, registration, and schedule adjustments
- Identifies resources offered by the school and community and establish a referral system that utilizes those resources, guards the privacy of the student, and monitors referrals.

- Refers students and parents to appropriate school or agency sources when further assistance is needed.
- Works with students and parents when referrals to another school or agency will benefit a student.
- Promotes continuity in student progress between grade levels, school levels.
- Provides opportunities for planning with students and parents to assist students in carrying out their educational plans.
- Works with students, teachers, parents, and administrators to remove barriers to learning.
- Acts as a liaison between the home, school, and community.
- Works with the administration on school-wide issues and maintains appropriate confidentiality.
- Recognizes the necessity of and promotes staff-member rapport in dealing with students.
- Promotes the development of skills that will enable students to function productively in new situations.

Student Records

- Supervise the maintenance of student cumulative records for all students.
- Prepare and submit reports, as requested.
- Copy and send student records for transfers out of the district or requests by appropriate agencies

Technical and Career Counseling

- Assists students in exploring career and occupational interests and aptitude
- Provides presentations, meetings, and visitations for students regarding careers.

Testing Coordination and Grade Reporting

- Coordinates standardized testing.
- Maintains accurate student records in accordance with school policy and state and federal guidelines.
- Distributes progress reports and report cards in a timely manner.

Public Relations:

- Act as a liaison with community resources persons and groups.
- Make referrals to outside agencies as appropriate.
- Provide appropriate information to other districts for students transferring to those districts.
- Provide information regarding guidance services to parents and the community.

Administrative Routine:

- Maintain an accurate inventory of all equipment, books, and materials.
- Attend faculty meetings
- Prepare budget requests
- Perform other duties, as may be assigned by the principal.

Adopted:

Revised:

<u>Position:</u>	Guidance Counselor – High School
<u>Department:</u>	Professional Staff Bargaining Unit
<u>Supervisor's Position:</u>	Building Principal
<u>Educational Requirements and Qualifications:</u>	Appropriate certification as a Secondary School Guidance Counselor from the PA Department of Education.
<u>Summary Purpose of Position:</u>	<p>A Secondary Guidance Counselor provides technical and career counseling to students, assists in academic interventions, facilitates the college application process, maintains student records, consults with parents and staff regarding students, facilitates the placement of students, coordinates standardized testing, supports the curriculum, and communicates with the parents and agencies regarding student matters.</p> <p>No supervisory activities will be assigned. This is a 208 day position.</p>
<u>Evaluation:</u>	Performance of this job will be evaluated by the building principal.

PERFORMANCE RESPONSIBILITIES

Individual Counseling

- Provides counseling for personal issues and academic concerns
- Assists in course selection, registration, and schedule adjustments
- Reviews progress toward meeting graduation requirements
- Identifies resources offered by the school and community and establish a referral system that utilizes those resources, guards the privacy of the student, and monitors referrals
- Promotes continuity in student progress between grade levels, school levels, and from high school to the work force/post-secondary education
- Meets at least once annually with each student to review academic and personal progress.

Student Records

- Supervise the maintenance of student cumulative records for all students.
- Prepare and submit reports, as requested.
- Copy and send student records for transfers out of the district or requests by appropriate agencies

June 9, 2016

Position: Career Counselor K-12 (Emphasis 6-12)

Department: Professional Staff
Bargaining Unit

Supervisor's Position: Building Administration and Assistant Superintendent

Educational Requirements and Qualifications: Appropriate certification as a Secondary School Guidance Counselor or K-12 Counselor from the PA Department of Education.

Summary Purpose of Position: The Career Counselor provides career awareness and career development services across the K-12 program in the District, with a focused emphasis in serving students grades 6-12. Using developmentally appropriate national standards (ASCA) and state standards (22 Pa. Code Chapter 4 PA Career Education and Work), the counselor works in collaboration with all school counselors to assist all school students in learning about work, and exploring employment and careers. Students will examine their own individual interests and aptitudes while developing and refining a personalized career development plan K-12. The Career counselor works with stakeholders, including students and families, as well as counselors and faculty to deliver a comprehensive program within the school counselor framework of three domains: academic, career, and social/emotional development.

No supervisory activities assigned. Position is 188 contract days. Days worked in excess of contracted days are paid in accordance with Section 24.12 of the CBA.

PERFORMANCE RESPONSIBILITIES

Planning and Preparation

1. Demonstrates knowledge of counseling theory and best practices, including the components outlined in the LASD Act 339 Plan.
2. Demonstrates knowledge of child and adolescent development.
3. Sets goals for the school counseling program that are the result of collaboration with school counselors and the LASD School Counseling Advisory Council.
4. Uses program outcomes to continuously evaluate and improve school counseling service delivery that focuses on academic, career, and social/emotional development of students.
5. Demonstrates knowledge of high quality information and program resources, as well as local, state, and national resources pertinent to the area of career exploration and work.
6. Actively collaborates with other stakeholders to build the capacity of the career guidance program K-12.

1. **Sedentary:** Must be able to sit for extended periods of time, but may involve walking and standing (periodically as requested), and is able to lift and carry up to twenty-five (25) pounds.
2. **Dexterity:**
 - Must be able to manipulate computer keyboard and calculator.
 - Must display good eye-hand coordination in using technology equipment including copiers, fax machines, computers, etc.

Auditory and Visual Requirements: Must be within normal range

Worksite Environment: Primarily indoors with occasional exposure to outdoor weather during the workday.

Licenses and Certification:

- Relevant clearances required by law
- Valid Pennsylvania Driver's License

Problem Solving Skills: Must exhibit high levels of problem solving skills for overall efficiency and productivity.

Mental Demands:

- Must have a steady response to unpredictable situations.
- Must demonstrate independent judgment and discretion in making decisions.
- Must be able to manage multiple projects and deadlines.
- Must effectively communicate and interact with pre-K to 12th grade students and all staff members.