

Methacton SCHOOL DISTRICT



1001 Kriebel Mill Road
Eagleville, Pennsylvania
19403



Chapter 339 Plan
2018/19



Chapter 339
K-12 School Counseling Plan Outline

School Counselors and Assignments

Level	School	Counselor	Students
K-4	Worcester Elementary	Shannon Snyder	418
K-4	Woodland Elementary	Linda Ehmer	459
K-4	Arrowhead Elementary	Jessica Gordon	395
K-4	Eagleville Elementary	Lori Shaw	412
5	Skyview Upper Elementary	Beth VanBuren	387
6	Skyview Upper Elementary	Perly Hadrick	387
7	Arcola Intermediate School	Stephanie Berardelli	382
8	Arcola Intermediate School	Mark Mueller	377
9-12	Methacton High School	Cindy Hartson	230
9-12	Methacton High School	John Midgley	273
9-12	Methacton High School	Rob Howard	287
9-12	Methacton High School	Stacy Olitsky	268
9-12	Methacton High School	Will Peck	267
9-12	Methacton High School	Dave Ruminski	247
K-12	Methacton School District	Judi Schmitz	

American School Counseling Recommended Ratio 250:1

Methacton School District

Methacton is a school district of 4,790 students, comprised of 74% White (Non-Hispanic), 15% Asian, 4% Black (Non-Hispanic), 3% Hispanic, and 4% Multi-Racial. The percentage of economically disadvantaged students is at 11.6%, and our English language learners are at 2.49%. In 2018, 96% moved on to post-secondary education, with 77.4% attending a four-year college or university and 18.6% selecting two-year schools. Additionally, 3.3% entered the workforce and 0.7% chose the military.

District Enrollment

Grade Level	Total in Grade	Asian	African-American	Caucasian	Hispanic	American Indian	Other	Pacific Islander	Unclassified
0	278 149 / 129	58 28 / 30	12 5 / 7	191 109 / 82	6 2 / 4	4 2 / 2	7 3 / 4	0 0 / 0	0 0 / 0
1	346 177 / 169	69 40 / 29	12 2 / 10	238 122 / 116	8 3 / 5	2 2 / 0	17 8 / 9	0 0 / 0	0 0 / 0
2	329 180 / 149	58 32 / 26	23 17 / 6	215 114 / 101	14 7 / 7	1 0 / 1	18 10 / 8	0 0 / 0	0 0 / 0
3	350 170 / 180	73 27 / 46	12 6 / 6	243 125 / 118	8 4 / 4	0 0 / 0	14 8 / 6	0 0 / 0	0 0 / 0
4	380 192 / 188	71 33 / 38	16 8 / 8	249 126 / 123	18 8 / 10	0 0 / 0	26 17 / 9	0 0 / 0	0 0 / 0
5	387 188 / 199	54 24 / 30	25 14 / 11	268 130 / 138	20 10 / 10	1 0 / 1	19 10 / 9	0 0 / 0	0 0 / 0
6	387 201 / 186	69 27 / 42	24 15 / 9	260 139 / 121	10 3 / 7	1 0 / 1	22 16 / 6	1 1 / 0	0 0 / 0
7	382 189 / 193	56 27 / 29	17 6 / 11	261 131 / 130	14 7 / 7	1 1 / 0	31 16 / 15	2 1 / 1	0 0 / 0
8	377 200 / 177	53 28 / 25	11 4 / 7	273 147 / 126	15 9 / 6	0 0 / 0	25 12 / 13	0 0 / 0	0 0 / 0
9	429 228 / 201	69 38 / 31	14 9 / 5	310 159 / 151	8 4 / 4	1 1 / 0	27 17 / 10	0 0 / 0	0 0 / 0
10	371 174 / 197	55 25 / 30	16 9 / 7	264 123 / 141	13 5 / 8	1 1 / 0	21 11 / 10	0 0 / 0	1 0 / 1
11	356 184 / 172	58 25 / 33	23 12 / 11	243 128 / 115	14 9 / 5	0 0 / 0	18 10 / 8	0 0 / 0	0 0 / 0
12	418 241 / 177	63 38 / 25	17 12 / 5	306 173 / 133	17 11 / 6	0 0 / 0	14 7 / 7	1 0 / 1	0 0 / 0
Total	4790 2473 / 2317	806 392 / 414	222 119 / 103	3321 1726 / 1595	165 82 / 83	12 7 / 5	259 145 / 114	4 2 / 2	1 0 / 1

Vision

The Methacton School District will empower all learners to develop talents, encourage personal growth and success, and inspire leadership to transform our future.

Mission Statement

The Methacton School District is an exemplary student-focused and community-centered environment that prepares learners to meet the demands of our evolving world.

School Counseling Department Mission Statement

The mission of the Methacton School District Counseling Program is to maximize student potential in academic, career, and social/emotional development. The program is accessible to all students and prepares them for the challenges of our evolving world through collaboration with families, educators, businesses, and post-secondary partners.

The school counseling mission statement links with the district vision and mission. It guides school counselors to build partnerships and focus on student growth, as students learn the skills to meet challenges and strive for their personal best. In addition, the school counseling program aligns with the American School Counselor Association National Model and the themes of leadership, advocacy, collaboration and systemic change, to enhance programming and equity for all Methacton students.

Program Goals - 2018-19

Kindergarten through 5th Grade

Personal/Social Domain Goal:

To increase students' coping skills and resiliency, elementary school counselors will teach a minimum of two stress-management classroom lessons. By the end of 4th grade, 90% of students will be able to identify and demonstrate at least three stress-management strategies.

Career Domain Goal:

To assist students in identifying their interests and abilities, elementary school counselors will have students complete at least one Career Portfolio page per school year starting in Kindergarten. By the end of 5th grade, 90% of students will complete academic checklists and career exploration worksheets within their career portfolio.

Academic Domain Goal:

To increase awareness of post-secondary choices, all elementary counselors will provide career awareness lessons and host a Career Day bi-annually. By the end of 4th grade, 90% of students will be able to identify and record at least four post-secondary options on a 4th grade Career Portfolio page.

6th Grade through 8th Grade

Personal/Social Goal:

To help students discover their strengths and linking those strengths to potential careers. By the end of the 2018-2019 school year, 90% of the 7th Grade students will have received five lessons that build on the StrengthsExplorer assessment using the StrengthsExplorer Student Playbook.

Career Domain Goal:

To have students identify careers and career pathways that interest them. By the end of the 2018-2019 school year, 90% of the 8th Grade students will have identified three careers and three clusters/pathways in Naviance and added them to their "favorites" list.

Academic Domain Goal:

By the end of the 2018-19 school year, 90% of 6th grade students will research a career and create an informative slideshow.

9th through 12th Grade

Personal/Social Domain Goal: By the end of ninth grade 90% of students will have completed the Do What You Are personality/career assessment within Naviance and will connect personality traits and skills to careers by choosing a minimum of three careers of interest be placed in their online portfolio.

Career Domain Goal: 90% of ninth graders will participate in the Futures Expo in October and will complete a reflection related to their learning and personal career path that will be included in their online portfolio.

Academic Domain Goal:

By the end of 11th grade 90% of students will meet with their school counselor to identify a future career path.

Stakeholders

Students

The K-12 Counseling Program serves all students. Students benefit by building positive relationships with others, solving conflicts, making decisions, connecting school to work, developing organizational skills and increasing self-awareness and emotional regulation. The counseling program supports career exploration, awareness and planning for all students.

Club, sports and activity participation develops character and leadership skills. Students take on roles of peer tutor, new student buddy, and others, as they provide strong role modeling for students. Student representatives will be invited to participate on the school counseling program Advisory Council.

Parents

A comprehensive K-12 counseling program assists parents in understanding how to help their child with academic, career, social and emotional development, as well as concerns. Parents are provided with college and career readiness information and programs to help their child with career readiness and post-secondary planning. Parents benefit by access to resources and referrals to outside services.

The K-12 counseling program benefits from parental support and volunteerism. Parents assist with career days, attend evening programs on college admission, financial aid, homework, and mindfulness. Parents partner with school counselors to encourage student growth and success. Parent representatives will be invited to participate on the Advisory Council.

Action Plan for 3 Goals in the Career Domain

Stakeholder: Parents

“Big Idea”	Program Goals (SMART Format)	CEW Stand.	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Educate parents about the plan and K-12 program	All parents & guardians will understand the role of the school counselor and school counseling resources	13.1.5.E 13.2.5.D	K-4	Every year school counselors discuss the K-4 counseling program at new student orientation. We inform parents of school counseling services, curriculum and career portfolios, and distribute the school counseling brochure	Parent feedback	In August of the upcoming school year
	By the beginning of each school year, all counselors will update their web pages to reflect career readiness activities	13.1.8.E 13.2.8.D	6-8	Create/update career readiness pages on Skyview and Arcola websites	Career readiness information on counseling websites	August of upcoming school year
	By the beginning of the school year, 7th grade parents will know the details of the career education plans for grades 6-8	13.1.8.E 13.2.8.D	6-8	Presentation to parents on career education plans for Arcola during 7th grade orientation and possibly Skyview scavenger hunt	Number of parents that attend orientation	August of upcoming school year
	During the 2018-19 school year a career newsletter, highlighting career information, programs and opportunities, for families and staff	13.1.11.C 13.1.11.D 13.1.11.G	K-12	<i>Career Spotlight</i> - K-12 Career Counseling Newsletter	Newsletter Analytics to show number of readers and links opened	March 2018 Ongoing

Educate parents about the Career & Technical Center and all post-secondary options	All parents & guardians will receive information about the NMTCC and encouraged to talk with their children about the opportunities	13.1.8.D 13.1.8.H 13.2.8.B	6-8	Send letters to 8th grade parents regarding NMTCC field trip and open house.	Number of Arcola families who attend the NMTCC open house	January/February
	By March 15, all parents & guardians will receive information about College and Career Awareness Week at Arcola	13.1.8.D 13.1.8.E 13.1.8.F 13.1.8.H 13.3.8.A 13.3.8.B 13.3.8.H	6-8	Send information home to parents regarding College and Career Readiness Week at Arcola with questions to ask their child as part of the weekly principal update	Number of emails sent	March 15, 2019
	All issues of <i>Career Spotlight</i> in 2018-19, will feature a NMTCC career lab	13.1.11.A 13.1.11.B 13.1.11.E	K-12	<i>Career Spotlight</i> will feature a NMTCC lab in each issue with a link to a video of students working in the career area	Analytics of the visits to the NMTCC link	March 2018 Ongoing
Include parents on committee that makes decisions about curric., career & counseling programs	During the 2018-19 School year there will be two meetings of the Advisory council	13.1.11.C 13.1.11.D	K-12	K-12 School Counseling Advisory Council	Parent participation on the Advisory Council	October 2018 Ongoing

School District: Methacton Level: Elem. X Middle X HS

Educators

The counseling program helps to identify barriers to learning and assists educators with developmental information on student behavior. Counselors provide supportive counseling and mediation for student success. Educators consult with counselors for ways to best help the students.

Educators provide time for counselors to deliver counseling core curriculum and assist with follow through of the lessons within the educational curriculum. Educators support career development through lessons, activities, and discussions within the classroom. Educators are members of the SAP Team to assist with social, emotional support of students. Educators will be represented on the Advisory Council.

Action Plan for 3 Goals in the Career Domain Stakeholder: Educator/Administrator

"Big Idea"	Program Goals (SMART Format)	CEW Stand.	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Connect outside resources to build career readiness program	During the 2018-19 school year at least five new key resources will be used to enhance the career readiness program	13.1.11.D	K-12	New community partnerships will be used for the <i>Futures Expo</i> , field trips, classroom presentations, career days, Career Cafe speakers	Key community resources and contacts utilized	Sept. through June
	Outside resources and partnerships will be created to help with a <i>Futures Expo</i> , a new format for the 9th grade Career Day	13.3,11.D 13,4.11.A 13.4.11.B	9	A <i>Futures Expo</i> will be held for the students in grade and will feature a keynote speaker, post-secondary options panel (military, technical school, 2-year and 4-year college representatives) a presentation by an entrepreneur and a financial literacy workshop	Student attendance and a reflective survey	Oct. 2018

How will you educate your staff about this plan and program?	During the school year staff will be updated on career readiness lessons, programs, and state requirements	13.3.11.A	K-12	Staff meetings and in-service programs		2018-19 and ongoing
	At the start of the school year, staff will share their journey and understand why this is important to student career readiness			The staff will understand the importance of sharing in the career readiness program. On the first day of school teachers will share their career journey with students.	Student reflections	Sept. 2018

School District: Methacton **Level:** X Elem. X Middle X HS

Business/Community

The business community benefits when students graduate career ready to enter the workforce. They benefit from community service programs that students participate and contribute to.

The business community supports the counseling program with Career Day speakers and community service connections. They help with volunteer and job opportunities for our students. Through the Workforce Development Board and Chamber of Commerce, students are given opportunities for industry tours and speakers. Junior Achievement, ACE Mentoring and PA Free Enterprise Week support our students with workforce programs and learning opportunities. Business and community members will be invited to participate on the Advisory Council.

Action Plan for 3 Goals in the Career Domain Stakeholder: Community/Business

“Big Idea”	Program Goals (SMART Format)	CEW Stand.	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Connect with business/community partner to build the career development program	By the end of second grade, all students will learn the money concepts of saving, spending, earning and sharing during a classroom lesson and field trip to the Franklin Mint Credit Union	13.3.3.D	2	Classroom lesson on the concepts of saving, spending, earning and sharing. Follow up visit to the credit union and interactive Berenstain Bear Country Credit Union	Reflection page	During the school year
	Reach out to the Chamber of Commerce for entrepreneurs willing to present to students		9	All entrepreneur presenters for the <i>Futures Expo</i> were members of the Chamber of Commerce	Number of presentations	August through Sept.

	Pilot a mentorship program during the 2018-19 school year	13.1.11.D	10-11	Methacton Mentorship Program is a 20 hour unpaid work-based experience for students in grades 10 and 11	Student and mentor feedback	October Ongoing
Develop a new career development activity outside building for students	2018-19 Increase opportunities for students to learn about the manufacturing industry	13.1.11.C	9-12	Provide industry tours and field trip opportunities for students	Post Survey	2018-19
			7-12	Sponsor bus trip for high school and middle school students to Manufest at Oaks Expo Center	Attendance and post-survey	March 2018
			7-8	Middle school students will participate in <i>What's So Cool About Manufacturing?</i> program	Video presentation and feedback	October through March
Choose a panelist or business partner and meet with him/her to help build network	During the 18-19 school year, increase attendance with the local Chamber of Commerce to develop business partnerships		K-12	Attend the Alliance of Women in Business and Community Youth Foundation meetings. Follow up with resources and opportunities for students and staff.	Number of business partnerships	2018 Ongoing

School District: Methacton Level: X Elem. X Middle X HS

Post-Secondary

Post-secondary institutions receive well-prepared students who are ready for training programs, schools, colleges, and the military. The K-12 Counseling Program will prepare students for success in their post-secondary decision making through classroom lessons and college and career tools within Naviance.

Students learn about various colleges as they meet with representatives from post-secondary schools and attend local college fairs. Representatives present up-to-date information about colleges and trends in majors and fields of study. Students have the opportunity to meet with representatives from technical schools, and the military. Post-secondary representatives will be included on the Advisory Council.

Action Plan for 3 Goals in the Career Domain Stakeholder: Post-Secondary

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Increase parent and staff awareness of post-secondary options	Counselors will contribute college information to the "Career Spotlight" newsletters		9-12	College information, scholarship, visits, deadlines, and other useful information will be shared with students and families through the newsletter.	Inclusion of college information	Oct.- June 2018-19
Create student awareness of unfamiliar post-secondary resources	All students will meet with representatives from the military, technical schools, two and four year colleges		9	Students will listen to a post-secondary options panel as part of the <i>Futures Expo</i>	Reflective Survey	Oct. 2018
What could you use at any level to further engage post-secondary stakeholders	Arcola will host a College and Career Awareness Week	13.1.8.D 13.1.8.E 13.1.8.F 13.1.8.H 13.3.8.A 13.3.8.B 13.3.8.H	7-8	Students will be able to meet representatives from NMTCC, the high school, the military, a 2-year college and a 4-year college during their lunch period.	Number of students who visit the representatives	March 2019

Role of the School Counselor

Leader

Methacton School Counselors are leaders who implement a K-12 Counseling Program, following the American School Counselor Association *Ethical Standards for School Counselors* (2016). Counselors take an active role in numerous school-based teams such as Student Assistance Program, Emergency Response Team and Data Teams. Counselors are consultants for parents and teachers. As leaders, counselors promote career readiness, organizing various career activities for students at the elementary through high school levels.

Advocate

As advocates, counselors recognize student needs and work to remove barriers to student growth in social, emotional, career and academic areas. Counselors assess student need, create programs where needs exist, and make mental health referrals when necessary. Counselors are student advocates with educators, parents, business/community and post-secondary stakeholders. Counselors advocate for the school counseling program with these stakeholders.

Collaborator

The K-12 Counseling Department collaborates with counselors at the different levels for student transition planning. Collaborative communication exists between counselors and teachers, administrators, parents, business/community and post-secondary through team meetings, parent conferences, evening parent programs, North Montco Technical and Career Center, Advisory Council, Workforce Development Board, Chamber of Commerce of Greater Montgomery County, and college representatives. Student success and the counseling program are strengthened through effective collaboration.

Agent of Systemic Change

School counselors have taken an active role in the development of the K-4 Bully Prevention Program, 5th and 6th Character Counts Program, the K-12 Methacton Backpack Program, and the K-12 Career Readiness Program. Assessing need, advocating for change, collaborating with stakeholders and taking a leadership role have all been necessary for these systemic changes in the Methacton School District.

Advisory Council

Invitation

October 5, 2018

Dear Community Member,

Methacton School District is committed to providing and expanding career readiness education and experiences for all students, grades kindergarten through twelfth grade. To improve our programs, curriculum and delivery strategies, we are creating a Career Advisory Council. To help us achieve our goal, we are reaching out to leaders in business and industry, post-secondary schools, school administrators, teachers, parents and students.

We invite you to serve on our Career Advisory Council. You are recommended as a person with respected knowledge and experience, and one who will make a valuable contribution to our efforts. By serving on the Council, you have the opportunity to contribute to the direction of the Methacton School District career development program, prepare students for their future, and advocate for the importance of career awareness, exploration and planning.

The Advisory Council meets twice a year. The first meeting will occur on Thursday, October 25, 2018, 8:00-9:30 AM in the Methacton High School Career Center with breakfast beginning at 7:45. Parking will be available in the front of the building and you may enter through the main door (right side) after buzzing in. Please have your driver's license for check-in. You will receive a visitor's pass and directed to the Career Center.

Please consider this invitation to serve on the Career Advisory Council and contact me at your earliest convenience to confirm or decline this invitation. I am happy to answer any questions you may have and I look forward to hearing from you.

Sincerely,

Judi Schmitz

Judi Schmitz
K-12 Career Counselor
jschmitz@methacton.org
610-489-5000 Ext. 26131

Advisory Council Members

K-12 Career Readiness Advisory Council Methacton School District 2018-19

Name	Title	Stakeholder Group
Dr. Zerbe	Superintendent	Educator
Dr. Mary Katona	Director of Curriculum, Instruction & Assessment	Educator
Dr. Susan Angstadt	Director of Pupil Services	Educator
Liz Drummond	School Board Member	Educator
Dr. Jason Sorgini	Methacton HS Principal	Educator
Jen Brucker	Worcester Principal	Educator
Judi Schmitz	K-12 Career Counselor	Educator
Dave Ruminski	Methacton HS Counselor	Educator
Mark Mueller	Arcola School Counselor	Educator
Shannon Snyder	Elementary Counselor	Educator
Xenia Zacharczuk	Elementary Teacher of English Learners	Educator
Matt Pluscht	Arcola Teacher	Educator
Barbi Griffith	High School Teacher	Educator
Bob Lacivita	Assistant Director NMTCC	Educator
Michael Legnola	Skyview Student	Student
Ashley Uppani	High School Student	Student

Amanda Wang	Methacton HS Student	Student
Monica Freeman	Elementary Parent	Parent
Dr. Kristin Legnola	Skyview/High School Parent Community Chiropractic	Parent
Gloria McIlhenny	High School Parent	Parent
Pam Kelly	Chamber of Commerce for Greater Montgomery Co.	Business
Kyle Longacre	MCIU College & Career Readiness, Office of Prof. Learning	Business
Suzanne Smethers	President, Inteprod	Business
Takisha Mundy	Director of Career Services Montgomery County Community College	Post-Secondary
Mark Shouldis	High School Presenter Automotive Training Center	Post-Secondary
Sharon Hensen	Director of Career and Post-Graduate Development, Ursinus College	Post-Secondary

Advisory Council Agenda

Methacton Career Advisory Council October 25, 2018

Agenda

1. Welcome and Introductions
2. Overview and Purpose
3. School Counseling Program - Mission, Goals, Curriculum
4. Highlights
5. Program Needs
6. Program feedback
7. Closing

K-12 Monthly Counseling Calendar and Delivery System

Color	Delivery System
	Curriculum
	Responsive/Prevention Intervention
	Individual Academic/Career Plan
	System Support

Elementary Monthly Counseling Calendar Grades K-4

<u>July</u>	<u>January</u>
Academic: Curriculum updates Website update	Academic:
Career: Career portfolio organization	Career:
Social/Emotional: New student appointments	Social/Emotional: PBS K-4- Cyberbullying Lessons Third grade lessons: Diversity and Friendship
<u>August</u>	<u>February</u>
Academic: Curriculum updates; website update	Academic: Parent/Teacher conferences
Career: Career portfolio organization	Career: National School Counselor Week Proud to Be Me Week

Social/Emotional: New Student Orientation New student appointments Family Welcome Letter	Social/Emotional: Fourth grade lessons: Stress Management Second grade lesson: Personal Safety Lesson Proud to be Me Week Non-Violent Crisis Intervention training (CPI) Kindergarten readiness parent presentation
<u>September</u>	<u>March</u>
Academic: Back to School Night	Academic:
Career: Introduction to Counselor and career lessons	Career: 2 nd grade Career Field Trip to Franklin Mint Credit union
Social/Emotional: Whole-School assembly including PBS and “Word of the Year” Positive Behavior Support Lessons 1 & 2 Workout Your Worries Family Evening Program	Social/Emotional: First grade lessons: Expressing Feelings and Conflict Resolution
<u>October</u>	<u>April</u>
Academic: Homework Without Headaches family workshop	Academic:
Career:	Career:
Social/Emotional: Second grade lessons Diversity & Self-Control; K-4 PBS, Gossip	Social/Emotional: Kinder lessons: Personal Safety and Social Skills Third grade lesson: Personal Safety
<u>November</u>	<u>May</u>
Academic: Parent/Teacher Conferences	Academic:

Career:	Career: Career Day K-4 Career Lessons Fourth grade lesson: Smart and Successful
Social/Emotional: First grade lessons: Diversity, friendship Second grade lessons: Conflict Resolution	Social/Emotional: Fourth grade: Transition lesson to Upper Elementary
<u>December</u>	<u>June</u>
Academic:	Academic:
Career: Fourth grade lesson: Multiple Intelligences	Career: Graduation Parade
Social/Emotional: Kinder lessons: Expressing Feelings, Social Skills, Diversity	Social/Emotional:

Ongoing Monthly Counseling Activities

Activities and responsibilities continually performed over time and categorized as related to counselor role recommended by ASCA.

Counselor Related	Non Counselor Related
Academic: RTII team member	Student arrival/departure duties
Social/Emotional: Individual counseling	Covering classes
Social/Emotional: Small group counseling	WATCH D.O.G.S. coordination
Academic: Review student files	Support school-wide assemblies
Academic: Coordinate and attend 504 and IEP meetings	Attend Home and School meetings as school representative
Academic, Career, Social/Emotional: Facilitate student assistance program (SAP)	

Academic: Circulate ERs and 504s	
Academic, Career, Social/Emotional: School faculty meetings	
Academic, Career, Social/Emotional: Counseling department meetings	
Career: PDE 339 meetings Academic, Career, Social/Emotional In-service/professional development	
Social/Emotional: Crisis intervention and response	
Academic: Coordinate peer helpers	
Social/Emotional: Referrals to and collaboration with mental health providers	
Academic: Attention screening meetings	
Academic, Social/Emotional: Student observations	
Academic, Social/Emotional: Grade level meetings (as requested)	
Academic: Gifted screening parent consultation	
Academic, Social/Emotional: Parent meetings	
Social/Emotional: Emergency Response Team	
Social/Emotional: Behavior plans	
Social/Emotional: Coordinate Safety Rangers	
Social/Emotional: Coordinate Snack Backpack program	
Academic: PSSA/PASA test assistants	

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM
Elementary K-4**

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
	Homework Without Headaches family workshop	Parent/teacher conferences	Website update Curriculum updates Family welcome letter Back to school night Non-violent crisis intervention training (CPI) Career portfolio organization update RTII team member Small group counseling Individual counseling Small group counseling Review student files Coordinate and attend 504 and IEP meetings Facilitate student assistance prog. (SAP) Circulate ERs and 504s Faculty meetings Counseling department

			meetings 339 meetings In-service/professional development Crisis intervention and response Coordinate peer helpers Referrals and collaboration with mental health providers Attention screening meetings Student observations Grade level meetings (as requested) Gifted screening parent consultation Parent meetings Emergency Response Team Behavior modification plans Safety Rangers Snack Backpack Prog. PSSA and PASA test assistants
<p style="text-align: center;">Career</p> Introduction to counselor and career Second grade field trip to Franklin Mint Credit Union School wide Career Fair-K-4 Fourth: Career field trip to the Career Technical Center Fourth grade lesson: Smart and Successful Fourth grade lesson: Multiple Intelligences Graduation Parade	<p style="text-align: center;">Career</p> National School Counselor Week Proud to Be Me Week	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Non-Counselor Related</p> Student arrival/departure duties Coordinate and participate in 504 meetings Covering classes WATCH D.O.G.S. Dad coordination Support school-wide assemblies Attend Home and School meetings as school representative

<p>Personal/Social PBS K-4- Cyberbullying Lessons Third grade lessons: Diversity and Friendship Fourth grade lessons: Stress Management Second grade lesson: Personal Safety Lesson Positive Behavior Support Lessons 1 & 2 Second grade lessons Diversity & Self Control K-4 PBS Gossip lesson First grade lessons: Diversity, friendship Second grade lessons: Conflict Resolution First grade lessons: expressing Feelings and Conflict Resolution Kinder lessons: Personal safety and Social skills Third grade lesson: Personal safety Fourth grade:transition lesson to Upper Elementary Kinder lessons: Expressing feelings, Social skills, Diversity</p>	<p>Personal/Social New student appointments First day of school assembly learning school rules Workout Your Worries family evening program</p>	<p>Personal/Social Kindergarten readiness parent presentation</p>	
<p>Percentage of Time 30%</p>	<p>Percentage of Time 40%</p>	<p>Percentage of Time 15%</p>	<p>Percentage of Time 15%</p>

Monthly Counseling Calendar Grade 5 to 8

<u>July</u>	<u>January</u>
Academic: Work with assistant principal on scheduling Skyview planning MIAC	Academic: Report cards 8 th Grade scheduling lesson in science classes 8 th Grade transition to high school meeting
Career:	Career: North Montco student information session North Montco bus tour
Personal/Social: Meet with parents/students regarding transitions, give tours	Personal/Social: Plan for National School Counselor Week Deliver lesson on respect Great Kindness challenge Start 5 th Grade BLAST
<u>August</u>	<u>February</u>
Academic: Arcola Planning MIAC Create schedules for new students Copy 504 Plans for teachers Print and file grades for summer school classes In-service days	Academic: 8 th Grade high school elective presentation 8 th Grade parent night at the high school 8 th Grade online scheduling in social studies classes Parent conferences Failure notices mailed to parents
Career: Plan for college financial planning night	Career: North Montco open house Plan for March Madness college and career awareness week
Personal/Social: 7 th Grade student orientation Skyview open house/scavenger hunt Meet with parents/students regarding transitions, give tours Meet with teachers about incoming students	Personal/Social: Proud to Me Week
<u>September</u>	<u>March</u>
Academic: Enter summer school and new student grades into PowerSchool	Academic: Letters to outside award contributors for the Awards Assembly

Parent invitation letters for “M” Awards Set up team meeting schedules Revision of student schedules Review/revise 504 Plans, call parents Back to School Night	Prepare PSSA testing booklets
Career: Naviance lesson for 8 th Grade – Career Key NMTCC counseling meetings begin Begin planning for STEAM Day	Career: March Madness college and career awareness week College financial planning night for parents Skyview career lessons (career exploration booklet)
Personal/Social: New student social Launch Arcola Connection, Organized Chaos, 6 th Grade BLAST clubs Begin SAP team meetings Introduction to the Counselor lesson for 5 th Grade Counselor refresher lesson for 6 th Grade Classroom lunch groups begins New student groups	Personal/Social: Counseling lesson on The Outsiders book in English classes
<u>October</u>	<u>April</u>
Academic:	Academic: Distribute teacher award forms Order Presidential Award Report cards Proctor PSSA extended time and administer make-up exams Publish summer school information National Junior Honor Society interviews
Career: Naviance lesson for 7 th Grade – StrengthsExplorer	Career: Skyview Career Day
Personal/Social: Begin planning for Community Service Day Deliver Character Counts lessons Develop Character Counts Week plan Help with Red Ribbon Week plans	Personal/Social: Attend Outdoor Education field trip
<u>November</u>	<u>May</u>
Academic: Report cards Parent/teacher conferences Deliver study skills lessons	Academic: Transition presentations and meetings Proctor Keystone Algebra exam Prepare for Awards Assembly Finalize scheduling, modify schedules for North Montco students

	Review class registrations for rising 8 th Graders Transition tours for rising 7 th Graders Induction ceremony for National Junior Honor Society
Career: Financial literacy lesson	Career: STEAM Day at Arcola
Personal/Social:	Personal/Social:
<u>December</u>	<u>June</u>
Academic: Begin planning for 8 th Grade transition/scheduling	Academic: Letters to parents with tickets for Awards Assembly Finalize report cards Send scheduling cards, academic records, 504 Plans to the high school Send failure letters with summer school information Assemble list of “M” Award student File rising 7 th Grade student academic records Follow up with summer school student registration
Career:	Career:
Personal/Social: Deliver goal setting lessons Community service event	Personal/Social: Meet with high school counselors to transition students Meet with Skyview counselor to transition students Chaperone 8 th Grade Social

Ongoing Monthly Counseling Activities

Activities and responsibilities continually performed over time and categorized as related to counselor role recommended by ASCA.

Counselor Related	Non Counselor Related
Personal/Social: Host weekly Lunch Bunch sessions	Moderate a club (25 hours per year)
Personal/Social: Meet with individual students	Lunch duty during the last half of Lunch (30 hours per year)

Academic: Regularly attend team meetings with teachers	Attend ERT meetings (1 hour per year)
Academic: Coordinate parent meetings with teachers	
Academic: Weekly meeting with administrative team	
Career: Coordinate Arcola STEAM Day	
Academic: Attend IST meetings	
Personal/Social: Chair character climate and community committee	
Academic: Manage 504 Plans	
Personal/Social: Chair Sunshine committee at Skyview	
Academic: Spelling Bee committee at Skyview	
Personal/Social: Outreach for Snack Backpack program	
Career: Coordinate Skyview Career Day	
Academic: Attend IEP meetings	
Academic: Host organization sessions	

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM
DELIVERY SYSTEM
Grades 5-8**

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 style="text-align: center;">Academic</p> <p>Skyview planning MIAC Arcola planning MIAC Study skills lesson Plan for 8th Grade transition/scheduling 8th Grade scheduling lesson 8th Grade transition to high school meeting 8th Grade high school elective presentation 8th Grade parent night at the high school 8th Grade online scheduling in Social Studies classes Transition presentations, meetings, and tours for rising 5th and 7th Graders</p>	<p style="text-align: center;">Academic</p> <p>Set up team meeting schedules Send failure notices and summer school information Summer school registration Attend team meetings</p>	<p style="text-align: center;">Academic</p> <p>Create schedules for new students Revision of student schedules Manage/review/revise 504 Plans Parent conferences Finalize scheduling Modify schedules for North Montco students Review registrations for rising 8th Graders Attend parent meetings Attend IST meetings</p>	<p style="text-align: center;">Counselor Related</p> <p>Copy 504 Plans for teachers Print and file grades for summer school students In-service days Enter summer school and new student grades into PowerSchool Back to School Night NMTCC counseling meetings Report cards Publish summer school information Send scheduling cards, academic records, 504 Plans to the high school File rising 7th Grade academic student records</p> <p>Career days for Skyview and Arcola Weekly meeting with administrative team Chair Character Climate and Community committee Chair Sunshine committee at Skyview Spelling Bee committee at Skyview Outreach for Snack Backpack program Attend IEP meetings</p>
<p style="text-align: center;">Career</p> <p>College financial planning night for parents Naviance lesson for 8th Grade Planning for STEAM Day</p>	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Career</p>	<p style="text-align: center;">Non-Counselor Related</p> <p>Work with assistant principal on scheduling “M” Awards Letters to outside award contributors for awards assembly</p>

<p>Naviance lesson - StrengthsExplorer Financial literacy lesson North Montco student information session North Montco bus tour North Montco open house March Madness College and Career Awareness Week Skyview career lessons Career days for Skyview and Arcola Getting a job lesson</p>			<p>Prepare PSSA testing booklets Organize teacher awards for final assembly Order Presidential Awards Proctor PSSA extended time and administer make-up exams National Junior Honor Society interviews and ceremony Proctor Keystone Algebra exams Awards assembly Chaperone 8th Grade social Moderate a club Lunch duty during the last half of Lunch Attend ERT meetings</p>
<p>Personal/Social 7th Grade student orientation Skyview Open House/scavenger hunt New student social Launch Arcola Connection, Organized Chaos, & 6th Grade BLAST clubs Introduction to the counselor lesson for 5th Grade Counselor refresher lesson for 6th Grade Lunch groups New student groups Red Ribbon Week plans Character Counts lessons Character Counts Week Goal setting lesson</p>	<p>Personal/Social Meet with parents/students regarding transitions, give tours Meet with teachers about incoming students SAP team meetings Meet with individual students</p>	<p>Personal/Social</p>	

Community Service event at Skyview Plan for National School Counselor Week Lesson on Respect Great Kindness Challenge 5th Grade BLAST Proud to Be Me Week Lesson on <u>The Outsiders</u> in English classes Meet with high school counselors to transition rising 9th Graders Meet with Skyview counselors to transition rising 7th Graders Weekly Lunch Bunches and organization sessions			
Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
25%	40%	20%	15%

High School Monthly Counseling Calendar Grades 9-12

July	January
Academic: Professional development/college visits scheduling Dual enrollment –contact w/Montco Senior credit check 504 contacts New student registration Summer school coordination	Academic: Schedule changes 2 nd semester Post Secondary Planning Night 8 th grade parent night (online) AP/Dual Enrollment night
Career: Professional Development/College Visits	Career: NMTCC recruiting

Personal/Social:	Personal/Social:
<u>August</u>	<u>February</u>
Academic: Scheduling 504 distributing New Student Orientation New student registration and scheduling Summer School grades Math Placement and Accel. Testing Check dual enrollment schedules	Academic: Scheduling One-on-one scheduling meetings with students
Career: Meet with students and families about post-secondary planning	Career:
Personal/Social: New Student orientation	Personal/Social:
<u>September</u>	<u>March</u>
Academic: National Merit Scholarship applications Dual enrollment visit each class and communication with Montco Scheduling Back to School Nights Unofficial transcript distribution	Academic: Scheduling One-on-one meetings with students Summer school preparation PSAT result distribution & explanation
Career: Senior planning meetings Post secondary classroom presentations re: college/career/military College Rep Visits ACT/SAT workshops Recommendation letters Scholarships and nominations	Career:

Personal/Social:	Personal/Social:
<u>October</u>	<u>April</u>
Academic: Review student grades interims	Academic: Summer School registration
Career: Financial Night FAFSA Completion Night PSAT Testing PSAT Career Day for Freshman PSAT day programming for Seniors Accommodations for PSATs Letters of recommendation College rep visits Senior planning meetings Scholarships and nominations	Career: ASVAB
Personal/Social:	Personal/Social:
<u>November</u>	<u>May</u>
Academic: Dual Enrollment second semester enrollments First MP failure calls, emails etc Review of Program Planning Guide Parochial/Private School Orientation	Academic: AP proctoring Keystone proctoring Awards Night (academic recognition)
Career: College rep visits Senior planning meetings Rotary lunches Letters of recommendation 10 th grade Do What You Are/Naviance	Career:
Personal/Social: Meet with Freshmen	Personal/Social:

<u>December</u>	<u>June</u>
Academic: Keystone proctoring Dual enrollment	Academic: Checking grades Checking credits Working on last name pronunciation for graduation and awards etc...

High School Ongoing Monthly Counseling Activities

Activities and responsibilities continually performed over time and categorized as related to counselor role recommended by ASCA.

Counselor Related	Non Counselor Related
Responding to parent emails and phone calls	LEA for gifted
Contact with outside agencies	Coverages
IEP meetings	Working on last name pronunciation for awards and Graduation PowerSchool Meetings
504 Meetings w/Families	Proctoring AP, Keystones, PSAT
Coordinating with Admin and Teachers	Community Service Management
Responding to Emergencies	Dual Enrollment Coordination
SAP	Awards Night Organization
Contact with outside agencies	College Board SSD Coordinator
Parent conferences	PSAT Coordinator
Crisis management	Community Service Coordinator
Meeting w/students re: grade concerns	Adding and deleting teachers in Naviance
Scholarships	
Summer programs	
Sitting in on college reps	
Classroom presentations	
Responding to parent emails and phone calls	

**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
Professional Development/College Visits Review of Program Planning Guide 8 th grade parent night	Review student credits 504 Contacts/Distribution Dual Enrollment visit each class and communication with Montco Review Student Grades First MP failure calls, emails etc Summer School Preparation & Registration	Scheduling New Student Registration New Student Registration and Scheduling Check Dual Enrollment Schedules New Student Orientation National Merit Scholarship Applications Unofficial Transcript Distribution Parochial/Private School Orientation One-on-one scheduling meetings with students	Scheduling Dual Enrollment –contact w/Montco, second semester enrollments Professional Development/College Visits New Student Orientation Summer School Grades Back to School Nights College Rep Visits ACT/SAT Workshops Financial Night 8 th grade parent Night Responding to parent emails and phone calls

			Contact with outside agencies IEP meetings 504 Meetings w/Families Coordinating with Admin and Teachers Responding to Emergencies SAP Contact with Outside Agencies Parent Conferences Crisis Management Meeting w/students re: grade concerns Scholarships Summer Programs College rep visits Classroom presentations
<p style="text-align: center;">Career</p> Post Secondary classroom presentations re: college/career/military PSAT Testing & Distribution Futures Expo 10 th grade Do What You Are/Naviance	<p style="text-align: center;">Career</p> Recommendation letters Scholarships and Nominations	<p style="text-align: center;">Career</p> Meet with students and families about post-secondary planning Senior Planning Meetings ASVAB	<p style="text-align: center;">Non-Counselor Related</p> Summer School Coordination Dual Enrollment visit each class and communication with Montco Accommodations for PSATs Rotary Lunches Keystone Proctoring AP/Dual Enrollment night AP Proctoring Keystone Proctoring Chromebook follow up Awards Night (academic recognition) Working on last name pronunciation for

			graduation and awards etc... LEA for gifted Coverages Working on last name pronunciation for awards and Graduation PowerSchool Meetings Community Service Management Dual Enrollment Coordination Awards Night Organization College Board SSD Coordinator PSAT Coordinator
Personal/Social	Personal/Social	Personal/Social New Student Orientation Meet with Freshmen	
Percentage of Time 15%	Percentage of Time 15%	Percentage of Time 45%	Percentage of Time 25%

Curriculum Action Plans, Grades K-12

Kindergarten Curriculum Action Plan								
Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	# of Students Taught	Location	Evaluation and Assessment	Stakeholder	Contact Person
Self-Introduction	CEW 13.3.3C ASCA M 3, B-SS 1, 2	Lesson plan Flower puppet Stickers Parent letters	By End of Sept.	300	Classroom	Discussion Question/Answer Practice	Student Parent Educator	K-4 School Counselors
Feelings Identification	CEW 13.2.3A ASCA M 1, B-SMS 2, 7, B-SS 1,2, 3, 9	Lesson plan Frog, duck and lion puppets Orange stress ball White paper bags Crayons Feelings box Parent letter	By End of Dec.	300	Classroom	Discussion Question/Answer Practice	Student Parent Educator	K-4 School Counselors
Coping Strategies	CEW 13.2.3A CEW 13.3.3B, C ASCA M 1, B-SMS 2, 7, 10 B-SS 1,2, 3, 9	Lesson plan Frog, duck and lion puppets Orange stress ball White paper bags Crayons Feelings box Parent letter	By End of Dec.	300	Classroom	Discussion Question/Answer Practice	Student Parent Educator	K-4 School Counselors
Conflict resolution - learn and practice 5 strategies	CEW 13.2.3A CEW 13.3.3B ASCA M1, B-SMS 2, 7	Lesson plan We Can Work It! Out poster and worksheet, Visual aids (rock, paper, scissors, heart, ball) Mine! Mine! Mine! by Shelly Becker	By End of Dec.	300	Classroom	Discussion Question/Answer Practice Worksheet	Student Parent Educator	K-4 School Counselors

Human Diversity	ASCA M3, B-SS 2	Lesson plan Lion, rooster, duck puppets Stage/scenery Script Butcher paper Crayon box with 8 blue crayons in it	By End of Dec.	300	Classroom	Discussion	Student Parent Educator	K-4 School Counselors
Personal Safety	ASCA M1, B-SMS 9 B-SS 8	Lesson plan "Head, Shoulders, Knees, Toes" song sheet It's My Body by Lory Freeman or Your Body Belongs to You by Cornelia Spelman Student booklet with parent letter, Bee Safe and Happy sheet and "my Body Belongs to Me" coloring book	By End of April	300	Classroom	Discussion Question/Answer Practice Coloring	Student Parent Educator	K-4 School Counselors
Communication	CEW 13.2.3A CEW 13.3.3C ASCA M 2, 6 B-SS 2, 3	Lesson plan "I Like Your Buttons!" by Sarah Marwil Lamstein Variety of buttons, clear container with lid	By end of April	300	Classroom	Discussion Question/Answer Practice	Student Parent Educator	K-4 School Counselors
Career page...I can...	CEW 13.1.3A, B ASCA M 2, 6	Lesson plan Career worksheet Crayons	By End of May	300	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselors
Career Day	CEW 13.1.3 BCEF 13.4 B	Career Day speakers	By the End of May	300	School	Discussion Question/Answer	Student Parent Educators Business/Community	K-4 School Counselors

Grade 1 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Evaluation and Assessment	Stakeholder	Contact Person
Self and Career introduction	ASCA M1, 3 B-SS1. CEW13.1.3 E	Lesson plans, Counselor referral slips, Parent letters, classroom posters	By End of Sept.	350	Discussion, Question / Answer, Career Portfolio page	Student Parent Educator	K-4 School Counselor
Okay to be Different	ASCA M1, 2 B-SS.1,2, 4, 7 CEW13.1.3 A,B	Lesson plans, What you like activity page, Book "It's Okay to be Different" by Todd Parr, Drawing page, crayons, parent letter, camping adventure invitation	Nov.	350	Discussion Question / Answer Practice Drawing	Student Parent Educator	K-4 School Counselor
Friendship	ASCA M1, 3 B-SS1, 2, 4,6 CEW13.1.3 A,B	Lesson plans, book "Being Friends" by Karen Beaumont, campfire, S'more activity booklet, parent letter, iPad	Nov.	350	Discussion, Question / Answer Practice Activity	Student Parent Educator	K-4 School Counselor
Keeping Friends	ASCA M1, 3 B-SS1, 2, 4,6 CEW13.1.3 A,B	Lesson, plans, Outdoor music, campfire, Let's Be Friends Video or Franklin's Secret Club book, flashlight, "The More We Get Together"	Nov.	350	Discussion Question / Answer Practice Worksheet	Student Parent Educator	K-4 School Counselor

		song poster, parent letter, Find A Friend worksheet						
Heart Talk	ASCA M1, 3 B-SS1, 2, 4,6 CEW13.1.3.A ,B	Lesson plans, campfire, Large turtle, markers, "Taylor's Day" story, Heart talk poster, parent letter	March	350		Discussion Question / Answer Practice	Student Parent Educator	K-4 School Counselor
Bugs	ASCA M1, 3 B-SS1, 2, 4,6 CEW13.1.3 A,B	Lesson plans, fish cutouts for students, pond, camping sack, campfire, bug cards, heart talk parent letter	March	350		Discussion Question / Answer Practice Activity	Student Parent Educator	K-4 School Counselor
Career Day	CEW 13.1.3 B,C,E,F,H 13.4.3 B	Career booklet	By End of May	350		Discussion Question/ Answer Workbook	Student Parent Educator Business/Com munity	K-4 School Counselor

Grade 2 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Positive Behavior Support	ASCA MS-1,3 BS-2 SMS-1 SS-4 CEW13.3.3 B	Stop, walk talk signs, candle	By End of Sept.	400	Classroom	Discussion Question/Answer	Student Parent Educator	K-4 School Counselor
Going to School is My Job	ASCA M-1, 2, 3 BS2.1 CEW 13.1.3 A,B	Counselor referral slips, career worksheet, crayons, book- When	By End of Oct.	400	Classroom	Discussion, Question/Answer, Worksheet	Student Parent Educator	K-4 School Counselor

		Dinosaurs Go to School						
Friendship	ASCA MS1,2 BS2 - SS2 CEW 13.2.3 A	book- Owen and Mazee, large and small beach balls, beach ball worksheet, parent letters, animal stickers, marker	By End of Oct.	400	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselor
Self Control	ASCA MS1 BS2 - 2, 4 CEW13.2.3 C	bubbles, inspiring note for each student	By End of Oct.	400	Classroom	Discussion, Question/Answer	Student Parent Educator	K-4 School Counselor
Conflict Resolution	ASCA MS1 BS2 - SMS7, SS6 CEW13.2.3 E	family letter with strategy wheel on back, PP of wheel, "I" statement posters for classroom, "I" statement worksheet	By End of Nov.	400	Classroom	Discussion Question/Answer Worksheet	Students Parent Educator	K-4 School Counselor
Conflict Resolution	ASCA MS1 BS2-SMS7, SS6 CEW13.2.3 E 13.3.3 B	PP of wheel, video clips, situation role play cards	By End of Nov.	400	Classroom	Discussion Question/Answer Role playing	Student Parent Educator	K-4 School Counselor
Safe Touches	ASCA MS1-1, BS2 - SMS7, SS8 CEW 13.2.3 A	parent letters (distributed the week before the lesson), hula hoop, book- Do You Have a secret, worksheet	By End of Feb.	400	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselor
Teasing, role of bystander, helpful and hurtful words and actions	ASCA MS1 BS2 -SMS7,9 SS4,9 CEW 13.2.3 A	hula hoop, stuffed animal, laminated ears, eyes and action signs, director's clapboard, post-it notes, book- The Bully Blockers Club, worksheet, band-aids	By End of Feb.	400	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselor

Franklin Mint Federal Credit Union money lesson	CEW 13.1.3H 13.3.3D 13.4.3 A	community educator taught lesson regarding earn, share, spend, save by talking and projecting Berenstain Bears book, students all received BB's book and handouts	By End of May	400	Classroom	Discussion	Student Parent Educator Business/Community	K-4 School Counselors
Franklin Mint Federal Credit Union interactive field trip	CEW 13.3C 13.3.3 D	tour of Franklin Mint and the Berenstain Bears "bank"	By End of May	400	Franklin Mint	Hands-on tour of Franklin Mint Federal Credit Union and Berenstain Bears "bank"	Student Parent Educator Business/Community	K-4 School Counselors
Career Day	CEW 13.1.3 B,C,E,F,H 13.4.3 B	Career Day speakers	By the End of May	400	School	Discussion Question/Answer	Student Parent Educator Business/Community	K-4 School Counselors

Grade 3 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Positive Behavior Support	ASCA M1, 3 B-SS 2,B-SS 3, B-SS-4, B-SS 9, CEW 13.1.3 A	Stop, walk talk signs, candle	By end of Sept.	400	Classroom	Discussion Question/Answer	Student Parent Educator	K-4 School Counselors
Counselor Intro.	ASCA M1, 5 B-LS 2, B-LS 4, 5, B-SMS 7, B-SS 3, CEW	Counselor referral slips, career worksheet	By End of Sept.	400	Classroom	Discussion, Question/Answer Worksheet	Student Parent Educator	K-4 School Counselors

	13.4.3 B							
Bullying/ Conflict Resolution	ASCA M13, 6 B-SS 2, B SS-4, B-SS 5, B-SS 8, B-SS 9 CEW13.2.3 . A 13.3.3. B	Paper shoes (red, green and blue), Book- Say Something, parent letter, optional contracts and peace pledge	By End of Oct.	400	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselors
Human Diversity	ASCA M 1, 3 B-SS 2, B- SS 4, B-SS 5, B-SS 7, B-SS 9, CEW 13.1.3 A	Books- People or Children Around the World, Paper Human Trifold, Student booklets, parent letter, passports	By End of Jan.	400	Classroom	Discussion Question/Answer Worksheet Project	Student Parent Educator	K-4 School Counselors
Human Diversity	ASCA M 1, 3 B-SS 2, B SS-4, B-SS 5, B-SS 7, B-SS 8, B- SS 9, CEW 13.1.3 A	Book- All the Colors We Are, Pouches with hand, flag, person and coin, student booklets	By End of Jan.	400	Classroom	Discussion Question/Answer Worksheet Project	Student Parent Educator	K-4 School Counselors
Friendship	ASCA M1, 3 B-SS 2, B-SS 4, B-SS 8, CEW 13.1.3 A	What Does it Mean to Be a Good Friend? Curriculum (book and DVD), student booklets, parent letter	By End of Jan.	400	Classroom	Discussion Question/Answer Worksheet	Student Parent Educator	K-4 School Counselors
Personal Safety	ASCA M 1, 2 B-SS 3, B-SS 5, B-SS 8, B-SS 9 CEW13.2.3 A	DVD, student booklet, and parent letter	By End of May	400	Classroom	Discussion, Question/Answer Worksheet	Student Parent Educator	K-4 Counselors, Victim Services of Montgomer y County Educators
Career Day			By End of May		School	Discussion Question/Answer	Student Parent Educator Business/Co mmunity	K-4 School Counselors

Grade 4 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Eight multiple intelligences and relationship between strength and interests and future careers	CEW 13.1.5 A, B ASCA M6, B-LS 1, 4	Lesson plan Parent letters Student surveys	By End of Dec.	400	Classroom	Discussion Question/Answer Worksheet Completion	Student Parent Educator	K-4 School Counselors
School and career success skills	CEW 13.1.5 C, D, E, H CEW 13.2.5 A, C, E CEW 13.3.5 A ASCA M 6, B-SS 1 CEW 13.4B	Lesson plan Success skills handout Career Portfolio Resume page Interview questions handout	By End of Dec.	400	Classroom	Discussion Question/Answer Practice	Student Parent Educator	K-4 School Counselors
Stress: definition, mind/body connection and 8 management strategies	CEW 13.2.5 E ASCA M 1, B-LS 3, B-SMS 2, 7	Lesson plan Emotion Commotion video Visual aides (tissue, lightning bolt, heart, "ouch" sign) Stress balls bubbles/pinwheels Mind vacation beach script/music	By End of Feb.	400	Classroom	Discussion Question/Answer Practice Google classroom survey	Student Parent Educator	K-4 School Counselors
Transition to new school	CEW 13.3.5 A, E ASCA M 2, B-SMS 10	Lesson plan	by the end of May	400	Classroom	Discussion Question/Answer	Student Parent Educator	K-4 School Counselors
Career Day	CEW 13.1.5 BCEFH 13.4.5 B	Career Booklet	by the end of May	400	School	Discussion, Questions Worksheet Completion	Student Parent Educators Business/ Community	K-4 School Counselors

Grade 5 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Role of the School Counselor/Introduction to the School Counselor	M3, B-SS: 2, B-SS 8	Counselor Referral Slips, Discussion question/answer, Chart paper	Sept.	400	Classroom	Discussion question/answer practice	Student	5th Grade Counselor
Character Counts Scenarios	B-LS 1, B-SS 2, B-SS 7, M 3	Powerpoint, Worksheet	Oct.	400	Classroom	Worksheet	Student	5th Grade Counselor
Study Skills Lesson	B-LS 3, B-SMS 8, B-SS 3, M 6	Time management calendar, Study skills worksheet	Nov.	400	Classroom	Worksheets and calendar	Student	5th Grade Counselor
Positive Peer Relationships	B-SS 1, B-SS 2, B-SS 3, B-SS 5, B-SS 9, M 3	Worksheet	January	400	Classroom	Worksheet, Discussion	Student	5th Grade Counselor
Career Exploration	B-LS 7, B-LS 9, M 4.	Career Booklet	March	400	Classroom	Booklet	Student	5th Grade Counselor
Needs and Wants lesson			Nov.	400	Classroom	Pre and post surveys	Guest speaker	Franklin Mint CU
Career Day			April	400	Classroom	post reflection	Student and community members	Counselors

Grade 6 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Student Expectations Lesson	B-LS 4, B-LS 6, B-SMS 1, B-SMS 2, B-SS 7, B-SS 1, B-SS 2, B-SS 3, B-SS 6, B-SS 9	Worksheet	Sept.	400	Classroom	Worksheet	Student	6th Grade Counselor
Character Counts Lesson	B-SS 2, B-SS 7, M 3	Powerpoint	October	400	Classroom	Discussion/game	Student	6th Grade Counselor
Goal Setting	B-SMS 5, B-SMS 7, B-SMS 6,	Worksheet, Powerpoint	Nov.	400	Classroom	Worksheet	Student	6th Grade Counselor
Rude, Mean, Bully	B-SS 2, B-SS 3, B-SS 8, B-SS 9	Worksheet	January	400	Classroom	Worksheet	Student	6th Grade Counselor
Soft skills- Job readiness	B- LS 3, B-LS 1, B-LS 4, B-SMS 1	Powerpoint, worksheet	March	400	Classroom	Powerpoint, Worksheet	Student	6th Grade Counselor
Introduction to Naviance /What's My Road?		Naviance Road Trip Nation	Feb.	400	Classroom	What's My Road	Student	6th Grade Counselor
Career Day		presentations	April	400	Classroom	Post reflection	Sstudents/ community members	Counselors

Grade 7 Curriculum Action Plan

Lesson Content/ Program	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Strengths Explorer	CEW 13.1.8.A, B,G,H 13.2.8.D	Lesson plan Naviance software - Strengths Explorer assessment	By the end of Oct.	400	Social Studies teachers	Strengths Explorer report, pre- and post-surveys regarding career interests	School Counselor	Grade 7 Counselor
Strengths Explorer lessons	CEW 13.1.8.A, B,G,H 13.2.8.D	Lesson plan	Start - Sept. End - Nov.	400	Flex periods	Strengths Explorer workbook	Flex period teachers	Grade 7 Counselor
College and Career Awareness Week	CEW 13.1.8.F, 13.3.8.A, 13.3.8.G	Speakers	March	400	Cafeteria during lunch	Test of Knowledge contest	Educators Post-Secondary	Arcola counselors
STEAM Day	CEW 13.1.8.A, 13.3.8.A, 13.3.8.G	Speakers and keynote speaker	May	400	Entire school	Reflective survey	Educators, parents, business speakers	Arcola counselors
Student Orientation	ASCA M 3, M 6, B-SS 2	Speakers, PowerPoint, Tour	August	400	Arcola Auditorium	Attendance count	Administrator teachers	Arcola principal
Cluster Finder	CEW 13.1.8.A, 13.1.8.B, 13.1.8.G, 13.1.8.H, 13.2.8.D	Lesson plan Naviance software - Cluster Finder assessment	By end of May	400	Social Studies teachers	Pre- and post-surveys regarding career interests	School Counselor	Grade 7 Counselor

Grade 8 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Job shadowing project	CEW 13.1.8.A, B,E, F, G, H 13.2.8.D	Lesson plan Naviance software - Career Key assessment	By the end of Sept.	400	English classes	Career Key report, English worksheet	Grade 8 counselor	Grade 8 Counselor
Online Scheduling	ASCA M4, B-LS 1, B-LS 4, B-LS 7, B-LS 8	Naviance	Feb.	400	Arcola computer labs, social studies classes	List of requested classes	High school counselors	Grade 8 Counselor
North Montco student information session	CEW 13.1.8.A,B, C, D, E, H 13.2.8.E	PowerPoint presentation	January	400	Arcola auditorium	List of attendees	North Montco counselor	Grade 8 Counselor
North Montco bus tour	CEW 13.1.8.A,B, C,D,E,H 13.2.8.E	Bus Permission slips	January	95	North Montco	List of attendees	North Montco teachers	Grade 8 Counselor
College and Career Awareness Week	CEW 13.1.8.F, 13.3.8.A, 13.3.8.G	Speakers	March	400	Cafeteria during lunch	Test of Knowledge contest	Post-secondary Educators	Arcola counselors
STEAM Day	CEW 13.1.8.A, 13.3.8.A, 13.3.8.G	Speakers and keynote speaker	May	400	Entire school	Reflective survey	Educators, parents, business speakers	Arcola counselors
Getting a Job	CEW 13.2.8.A, 13.2.8.B, 13.2.8.C, 13.2.8.E	Sample application, working papers	May	400	English classes	Completed sample application	Grade 8 counselor	Grade 8 Counselor

Grade 9 Curriculum Action Plan

Lesson Content/ Program	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
Futures Expo	13.1.11.A,, C,D 13.2.11. A 13.3.11.D 13.4.11.A,B	Keynote speaker, presenters, schedule, Student Ambassadors	October	372	MHS	Reflective Survey	Students	Counseling Dept.
Do What You Are Personality Assessment	13.1.11.A,B	Naviance software	April	372	Classroom	Self reflection	Students	Counseling Dept.
Individual Scheduling	13.1.11.H	Program Planning Guide, course registration card, PowerSchool SMS	Feb/ March	372	Counselor Mtgs.	Discussion, question and answer and course selection completion	Students and parents	Counseling Dept.
Resume	13.2.11.C	Naviance resume writing template	Spring	372	Classroom	completed resume within Naviance	Students	English Dept.
Counselor Meetings - 1st meet/getting to know	13.1.11.H		Fall	372	Counseling Office	9th grade Career Plan	Students	Counseling Dept.
Career Journey	13.1.11A, B, F	Educators share their career journey with all classes. Students reflect on experience the following day in Science class via Naviance survey.	First day of school	372	All classrooms	Reflection Survey	Educators and Students	Career Counselor

Grade 10 Curriculum Action Plan

Lesson Content/ Program	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person
PSAT Overview	CEW 13.1.11. H	Practice materials from the College Board	Sept.	401	Classroom setting	PSAT administration in October	Students and District	Counseling Dept.
PSAT Testing	CEW 13.1.11.B, H	PSAT Booklets	Oct. and Feb.	358	Assigned classrooms	Test results	Students Parents	Hartson
Review of PSAT test results	CEW 13.1.11. B,H	Lesson plan, College Board website, Naviance	Spring	358	Math Classes	Individual score reports / pre and post survey reflection	Students	Counseling Dept.
Career Interest Profiler - Naviance	CEW 13.1.11 A,B	Naviance	Nov.	358	Classroom	Review of profile, self reflection survey	Students	Counseling Dept.
Individual course selection	CEW 13.1.11. H	Program Planning Guide, course registration card, PowerSchool SMS	Feb/ March	358	Counseling office	Discussion, question and answer and course selection completion	Students	Counseling Dept.
Counselor Meetings - sophomores career planning	13.1.11.A, B,H	Naviance, Reference Interest Profiler results; College Board Big Futures	winter	358	Counseling Office	10th Grade Survey	Students	Counseling Dept.

Career Journey	13.1.11A, B, F	Educators share their career journey with all classes. Students reflect on experience the following day in Science class via Naviance survey.	First Day of School	358	All classrooms	Reflection Survey	Educators and Students	Career Counselor
Resume	13.2.11C	Naviance Resume writing template	Spring	358	Classroom	Completed resume within Naviance	Students	English Dept.

Grade 11 Curriculum Action Plan

Lesson Content/ Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
PSAT Overview	CEW 13.1.11 H	Practice materials from College Board, Khan Academy and other resources	Sept.	401	Classroom setting	PSAT administration in October	Students and District	Counseling Dept.
PSAT Testing	CEW 13.1.11.B,H	PSAT Booklets	Oct.	401	Assigned classrooms	Test results	Students Parents	Hartson
Review of PSAT test results	CEW 13.1.11. B,H	Lesson plan, College Board website, Naviance	Spring	401	Math Classes	Individual score reports / pre and post survey reflection	Students	Counseling Dept.
Individual Scheduling	CEW 13.1.11.B,H	Program Planning Guide, course registration card, PowerSchool SMS	Feb/ March	401	Counselor Mtgs.	Discussion, question and answer and course selection completion	Students and parents	Counseling Dept.

Grade 12 Curriculum Action Plan

Lesson Content/Program Content	ASCA Mindsets & Behaviors and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Post Secondary Planning	CEW 13.1.11 F,H M 411	Power Point	Sept.	421	English Classes	Specific Goal	Students and District	Counseling Dept
Counselor Meetings	13.1.11.	Naviance,	Sept.	421	Counseling Office		Counselors	Counseling Department
Career Journey	13.1.11A, B, F	Educators share their career journey with all classes. Students reflect on experience the following day in Science class via Naviance survey.	Sept.	421	All classrooms	Reflection Survey	Educators and Students	Science

Career and Post-Secondary Resources

Type of Resource	Resources
Intermediary Organizations	North Montco Technical Career Center Montgomery County Community College Community Health and Youth Foundation Junior Achievement ACE Mentoring Program American School Counselor Association Pennsylvania School Counseling Association
Umbrella Organizations	Chamber of Commerce of Greater Montgomery County Community Youth Foundation Montgomery County Chamber of Commerce Montgomery County Workforce Development Board, MontcoWorks MCIU 23 Norristown Rotary Collegeville Rotary Methacton Education Foundation
Community/State Agencies	Career Link OIC-Opportunities Industrialization Center MontcoWorks NOW PA CareerLink Montgomery County Job Corps Military Branch Representatives US Army, Air Force, Marines, Navy, Coast Guard, National Guard
Individual Contacts (Networking)	Sam Class Chick-fil-A Suzanne Smethers, Inteprod Vernessa Hopkins, Tutor Doctor Brandi Chawaga, Einstein Kevin Conner, Modern Strategic Branding Communications Chelsea Jack, Physical Therapy & Wellness Institute Mary Conley, Human Resources Roberta Greenberg, Human Resources

Community and Business (Meetings//Partnerships)	Phoenixville Community Health Foundation Franklin Mint Credit Union American Heritage Credit Union Inteprod, LLC Globus Medical Dow Merck Pfizer Vanguard Penn State Abington Admissions Gwynedd Mercy University Admissions MCCC Admissions, Career Services and Workforce Development Ursinus College Admissions and Career Services
Internet Based Links	www.onetonline.org www.gettingthemthere.com www.pacareerzone www.educationplanner.org www.pheaa.org www.collegeboard.org www.act.org www.official-asvab.com www.mynextmove.org www.careeronestop.org www.myfuture.com www.education.pa.gov/K-12/PACareerStandards
Media/Advertising	Norristown Times Herald Methacton Twitter, and Facebook Career Spotlight Family Newsletter Career Center Twitter and Instagram Google Classrooms
Publications/Documents	Career Education and Work Standards ASCA Mindsets & Behaviors ASCA Career Conversation Starters Ethical Standards for School Counselors Career and College Readiness Counseling in P-12 School, 2nd Ed., J. Curry & A Milsom Career Choices and Changes, 5th Ed., M.Bingham & S. Stryker What Color is Your Parachute? For Teens, 3rd Ed., C. Christen & R. Bolles

Academic/Career Plan & Portfolio

Methacton School District’s career portfolio begins in Kindergarten. The elementary school counselors meet with each student in all elementary grades K-5 and teach career lessons with a career activity that is placed in an individual student career portfolio folder. The folders are updated and maintained by each elementary school counselor. Each folder includes the student name and numerous pieces of student work related to interests, skills, multiple intelligences, transferable skills and their first resume.

Elementary career portfolios will be scanned to an electronic file and stored in a grade level Google Classroom. The following school year, portfolio pieces will move toward digital documentation prior to 4th grade.

Beginning in 2018-19, the Grade 6-Grade 12 career portfolio and career plan will be electronic. The school counselor will manage the student career plan and portfolio in Naviance. Grade six will be introduced to Naviance for the first time during this school year. Included within the plan and portfolio will be the individual Holland Code, student selected career clusters and careers through the use of career assessments.

Grade 6	<ul style="list-style-type: none"> ● Introduction to Naviance ● Goal setting lesson with a smart goal added to Naviance ● Lesson on employability skills ● Resume - first electronic resume completed in Naviance ● Career Day participation and reflection ● Career research and informative slideshow on a chosen career
Grade 7	<ul style="list-style-type: none"> ● Strengths Explorer assessment with pre-post survey ● STEAM Day participation and reflection
Grade 8	<ul style="list-style-type: none"> ● Career Key assessment ● Getting a Job lesson ● STEAM Day participation and reflection ● Job Shadow and presentation uploaded to Naviance ● Game Creation and fundraising presentation ● Child Development lab reflection
Grade 9	<ul style="list-style-type: none"> ● Reflection on teachers’ career journeys ● Futures Expo (post-secondary options, financial literacy and entrepreneurship) an reflection on experience ● Do What You Are assessment
Grade 10	<ul style="list-style-type: none"> ● Reflection on teachers’ career journeys ● Career Interest Profiler ● PSAT results and introduction to College Board ● Resume writing

Grade 11	<ul style="list-style-type: none"> ● Reflection on teachers’ career journeys ● Post-High School Planning lesson and goal setting ● Resume- “Work Ready” ● Career and College individual meeting with counselor ● Career Interest Profiler ● Strengths Explorer
Grade 12	<ul style="list-style-type: none"> ● Reflection on teachers’ career journeys ● Work-Based Learning

Parent Engagement

Parents are informed of career readiness activities and information via electronic newsletters and school and classroom newsletters. Social media is also used to engage and inform parents.

Faculty Engagement

Faculty at the middle school and high school take an active role in engaging in career readiness and monitoring the assigned career readiness tasks. Teachers connect careers to their academic lessons, have students reflect on subject specific career related assignments, discussions and/or field trips. The English department teaches and oversees resume writing requirements (10th-12th grades) and job shadowing experience (8th grade). Social studies and science faculty assign career assessments to the students prior to the counselors lessons. Staff may have students document any career readiness lesson, project, speaker, field trip, etc., with the Career Connection survey in Naviance.

Career Plan and Portfolio Sustainability and Review

Students will review and add to their career plan and portfolio each year during career lessons and individual counseling meetings. They have access to their portfolio at any time through Naviance. Throughout the year and specifically near the end of each school year, portfolios will be monitored as part of the Future Ready PA Index. Counseling staff and teachers will monitor the completion of tasks. Students will be encouraged to download their portfolio for future career planning.

Sample Career Portfolio

PERSONAL INFORMATION

- School
- Grade
- Counselor
- ID Number
- Parent/Guardian names
- Address
- Phone number
- Personality Type summary chart results w/ student's accuracy feedback
- Learning Style summary chart results
- MI Advantage summary chart results
- Resume

GOAL PLANNING

- Game Plan survey results with status and completion
- Success Plan goals with status and date created
- Success plan tasks with status and due dates

CAREER PLANNING

- Saved Careers
- Saved Career Cluster and Pathways
- Career Key assessment results with date completed
- Career Interest Profiler assessment with date completed

ACADEMIC PLANNING

- School History
- Current Course Plan
- Course History

COLLEGE PLANNING

- Test Scores
- Highest Test Prep Scores
- Teacher Recommendation requests
- Active college application list
- Prospective colleges
- Scholarship applications

Examples of Career Activities within the Career Plan and Portfolio Resume

Name

Address

Email

Summary

1. Continuing to work over the past three years, including balancing two jobs in the summer.
2. Proven leadership skills with multiple leadership positions and opportunities.
3. Balancing cheerleading for two years along with working, club activities and keeping good grades.
4. Finding time to participate in volunteer activities such as Food Pantries and The Ronald McDonald House.
5. Participation in seven community service or leadership based clubs.

Work Experience

Nov 2017 – May 2018

Hostess and Takeout employee

Anthony's Coal Fired Pizza

Took takeout orders over the phone, placed orders in the computer, organize and pack takeout food, and take the clients' payments.

Grade 11

20 Hours/Week

Total Hours: 620

The busy shifts showed me how to work efficiently and timely under pressure, stay organized, work together with other employees, and gave me social skills along with dealing with clients' issues.

June 2016 – Present

Summer Camp Counselor

Mermaid Country Day Camp

Supervised a group of children and ensured their well-being as well as, made their experience as fun and rewarding as possible.

Grade 10, 11

40 Hours/Week

Total Hours: 3680

The experience of being a summer camp counselor taught me how to be a leader, to have patience, stay organized and responsible, how to act fast, and enforce rules.

Volunteer Service

- May 2018 – Present **Volunteer**
Daily Bread Food Pantry
Give out food to pantry participants or help participants carry their food to their cars
Grade 11
3 Hours/Week
Total Hours: 6
- Apr 2018 – Present **Volunteer**
Manna on Main Street
Help serve food.
Grade 11
4 Hours/Week
Total Hours: 4
- Jan 2017 – Present **Volunteer**
Ronald McDonald House
Create a breakfast menu for the families, purchase the ingredients, make their breakfast and serve it to the families.
Grade 10, 11
5 Hours/Week
Total Hours: 5

Extracurricular Activities

- Sep 2017 – Present **Mini Thon**
Grade 11
- Sep 2017 – Present **Student Council**
Grade 12
10 Hours/Week
Total Hours: 360
- March 2016 – Present **Student Ambassador**
Grade 10, 11

Leadership

- Co-Captain of the Junior Varsity Cheerleading Squad.
- Advertising for Save a Life (a community service club).
- Secretary then Co-President of Key Club (an Internationally recognized community service club).

My Surveys

Surveys Progress

- ✓ Career Journey Reflection 08/29/18 COMPLETED

See all Surveys

My Assessments

Assessments in Progress

- ✓ Career Cluster Finder 100%
- ✓ Career Interest Profiler 100%
- ✓ Do What You Are 100%

Assessments to Take

- [MI Advantage](#)
- [StrengthsExplorer](#)

Do What You Are



Completed on Nov 28, 2016

Your personality type is: **INFJ**

Feelers prefer to:

- do work that is meaningful
- help others and be appreciated
- make decisions according to their values
- work in a friendly, supportive environment
- make efforts to understand other people

Judgers prefer to:

- make many decisions as part of their work
- work in a predictable environment
- complete their responsibilities before relaxing
- maintain control over projects

Introverts prefer to:

- focus their attention inward
- consider things fully before responding
- concentrate on one project at a time
- work at a careful but steady pace

INTuitives prefer to:

- focus on "what could be" rather than "what is"
- work with theories and ideas
- consider novel ideas and new possibilities
- use their imaginations

People like you are usually imaginative, creative, and sensitive. You are a private person, and take your time to get to know people and to let others get to know you. You probably have a small group of close and trusted friends, and are generally cautious about jumping into new social situations. People describe you as thoughtful and empathetic, and you will try hard to please the people you care about. Outwardly quiet, you have strong feelings and opinions, especially about the way people should treat one another. You are very committed to your beliefs so you may have trouble backing down or compromising your ideals just to get other peoples' approval. You can be somewhat of a perfectionist. People sometimes disappoint you and since it's hard for you to stay objective, you may often get your feelings hurt.

You may love to fantasize about the future, and probably enjoy creative activities like writing, reading, music, and art. You tend to be organized, efficient, and inventive about getting your work done, and are a responsible and respectful person. Since you like to have a plan of action, you may get flustered by sudden changes and need plenty of time to adjust to or prepare for new experiences. You like spending time alone and while you may like doing things with your good friends, you are typically not the one who initiates social activities. Since you are a good listener, people trust you and are often amazed by the original insights you have about others. You naturally look below the surface to understand the deeper meaning in every experience and interaction.

[View Full Report](#)

Career Interest Profiler



Completed on Aug 9, 2018

Your Results

Social **15**

Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Investigative **18**

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Enterprising **12**

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Artistic **9**

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

Conventional **5**

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic **0**

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

[VIEW MATCHING CAREERS](#)

Quick Links

EXPLORE CAREERS

[Favorite careers and clusters](#)

[Explore careers and clusters](#)

WHAT ARE MY INTERESTS?

[Career cluster finder](#)

[Career interest profiler](#)

My Favorite Careers and Clusters

Search:

Show Types: All Types

<p>CAREER</p> <p>Advertising and Promotions Managers</p> <p>ENTERPRISING ARTISTIC CONVENTIONAL</p> <p>♥</p>	<p>CLUSTER</p> <p>Arts, Audio/Video Technology and Communications</p> <p>♥</p>	<p>CAREER</p> <p>Child, Family, and School Social Workers</p> <p>SOCIAL ENTERPRISING ARTISTIC</p> <p>♥</p>
<p>CAREER</p> <p>Elementary School Teachers, Except Special Education</p> <p>SOCIAL ARTISTIC CONVENTIONAL</p> <p>♥</p>	<p>CAREER</p> <p>Fashion Designers</p> <p>ARTISTIC ENTERPRISING REALISTIC</p> <p>♥</p>	<p>CAREER</p> <p>Fitness Trainers and Aerobics Instructors</p> <p>SOCIAL REALISTIC ENTERPRISING</p> <p>♥</p>
<p>CAREER</p> <p>Floral Designers</p> <p>ARTISTIC ENTERPRISING REALISTIC</p> <p>♥</p>	<p>CAREER</p> <p>Interior Designers</p> <p>ARTISTIC ENTERPRISING REALISTIC</p> <p>♥</p>	<p>CAREER</p> <p>Librarians</p> <p>CONVENTIONAL SOCIAL ENTERPRISING</p> <p>♥</p>

Completed: AUG 29 2018

1.

What surprised you about the stories you heard?

The aspect that surprised me the most would be the fact that most of the teachers didn't choose teaching as their first career, and it took discovering their 'passion' by trying different professions.

2.

What was the most helpful information you heard?

The most helpful information I heard was that some professions might not need college and not to just go to college, to go to college. If you're going to spend the money, make sure it's for a profession that actually requires college.

3.

What did you learn that you can use on your career journey?

I learned that every job will have aspect(s) that you do not specifically like, and some days you might hate it, but that does not mean it's not the job for you.

4.

Did you participate in any work-based experience such as part-time employment, volunteer work, internships, job shadowing, leadership programs, etc.? Please list and describe.

I have held different part time jobs since I was fifteen, these jobs include working as a hostess/takeout employee in a restaurant, working at a mini golf place, and as a camp counselor during the summer. I have also participated in volunteer works such as Ronald McDonald House, the Community Pantry and Manna on Main Street.

Naviance | Student
Home Colleges Careers About Me My Planner

Colleges I'm applying to
🔍 Search for colleges

✔ Your Common App account has been matched.
Your FERPA status is waived. You're ready to apply to colleges using Common App.

[Manage Transcripts](#)
[Application Milestones](#)
[Compare Me](#)

* = extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
College of Charleston	EA	Early December Action 1	sent	Initial materials submitted		Submitted ▼
Clemson University	EA	Early Action -	no request	Pending		Unknown ▼
Florida State University	EA	Early Action -	sent	Initial materials submitted		Submitted ▼
University of Florida	EA	Early Action -	sent	Initial materials submitted		Submitted ▼

Other Goals

to meet with my counselor as many times as need be.

Here's how you defined your goal

This goal is important because:

The entirety of this task and all of its objectives revolve around communication with my counselor.

Steps I will take to reach this goal:

Scheduling an appointment with my counselor as soon as possible and meeting with them until my task is complete.

Next steps:

🔹 This looks like a great goal! Now, it's time to think about what steps you are going to take to achieve it.

Test Scores

Key Test Scores

Highest combined SAT (1600 scale)	1190	Highest PSAT	1140
Highest combined SAT (2400 scale)	0	Highest PLAN	0
Highest ACT (taken before Oct 2015)	0	Highest ACT Aspire	0
Highest ACT	23		
Highest PSAT (taken before Oct 2015)	0		

PSAT

Evidence Based Reading and Writing	540	Date	Oct 2016
Reading Test	28	Grade Level	10
Writing Test	26		
Mathematics	450		
Math Test	22.5		
Total Score	990		

PSAT

Evidence Based Reading and Writing	590	Date	Oct 2017
Reading Test	29	Grade Level	11
Writing Test	30		
Mathematics	550		
Math Test	27.5		
Total Score	1140		

SAT

Evidence Based Reading & Writing	550	Date	Dec 2017
Mathematics	540	Grade Level	11
Reading Test	27		
Writing Test	28		
Math Test	27		
Total Score	1090		

SAT

Evidence Based Reading & Writing	640	Date	Aug 2018
Mathematics	550	Grade Level	12
Reading Test	30		

Career and Technical Center Strategies

Student Awareness:

Grade	Intervention/ Program/Event s	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
4	Introducing NMTCC to students	NMTCC staff and counselors	Reflection	May	Kira O'Brien
5/6	Career Day	School Counselor and students	Reflection	April	Kira O'Brien
7,8	March Madness NMTCC visit	School Counselor	Visits to NMTCC counselor	March	Kira O'Brien
7,8	STEAM Day	School Counselor and students	Reflection	May	Kira O'Brien
8	NMTCC information session	School Counselor and students	Attendance	January	Joe Paddock
8	NMTCC school tour	School Counselor and NMTCC teachers	Number of students choosing to visit NMTCC	January	Joe Paddock
9	Open House and HS recruiting	School counselors and NMTCC staff	Attendance and individual sessions	January to March	Dave Ruminski
11	Allied Health and Biotech informational session and interviews	School Counselor and NMTCC instructors	Application and interview process	March	Mary Courtney, Peggy Bossert, Dave Ruminski, and Stacy Olitsky

Parent Awareness:

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
NMTCC Open House	February	NMTCC Staff	Attendance	Counselors
Career Counselor Newsletter highlighting NMTCC lab	Monthly	Counselor	Newsletter Analytics	K-12 Career Counselor
New Student Orientation Night for all accepted students	May	NMTCC staff	Student attendance	Joe Paddock
Mailing to every 8th grade parent	Winter	NMTCC staff		NMTCC
MHS Open House	Fall	NMTCC staff	Attendance	Rhonda Novicki

Educator Awareness:

Intervention/ Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Monthly NMTCC counselor meetings	Monthly	NMTCC staff	Attendance	Rhonda Novicki Dave Ruminski Mark Mueller
Participation in 4th grade NMTCC Activity	May	NMTCC staff and students	Post-survey	Counselors

Job Description

JOB TITLE:	Elementary School Counselor
REPORTS TO:	Building Principal and Director of Pupil Services
CLASSIFICATION:	Professional Employee / Member of MEA
STATUS:	Full time
EVALUATION:	Performance will be evaluated in accordance with provisions of the Board approved process for evaluation of professional personnel and any applicable CBA.

POSITION SUMMARY: A counselor shall be responsible for helping students to understand themselves, to achieve to their capacity, and to make appropriate decisions through personal, educational and career counseling and guidance services.

QUALIFICATIONS: Appropriate PA certification
Master's Degree in Guidance and Counseling
Current Act 34, Act 151 and FBI Fingerprint clearances

ESSENTIAL JOB FUNCTIONS: *List the responsibilities of the job.*

1. Maintain a cooperative, enthusiastic, constructive attitude toward education and carry out assignments professionally and efficiently using good communication skills with students, staff and parents.
2. Provide counseling with students, staff and parents individually and in groups as necessary in the solution of personal problems relating to home and family, health, emotional and educational concerns.
3. Maintain sound organization and management of pupil records/data in accordance with district policy guidelines and disseminate accurate student data and records as permitted to approved requesters. Utilize student data for career, social/emotional, and academic counseling.
4. Meet with new students and parents and assist in orienting them to school procedures, available services, and academic placement.
5. Provide classroom instruction in developmental guidance as directed by building principal.
6. Assist students, parents and staff in accessing the network of community services, tutoring information and other appropriate support sources as necessary.
7. Work closely with the Special Education staff to ensure compliance with guidelines, completion of documentation and coordination of special education services.
8. Serve as member of child study, instructional support, multidisciplinary, and student assistance teams as necessary and assist in coordinating services of same.
9. Schedule, coordinate, and administer individual and group testing and assessments as required by state and local programs and interpret results for students, parents and staff.
10. Assist in orientation of incoming classes to each level as necessary.
11. Provide information and assist students and parents in such areas as: evaluating career interests/choices, financial aid, occupational information, completing school, etc., as required at each grade level.

12. Attend and participate in staff development activities, faculty meetings, department/grade level meeting, and serve on building and/or district committees as requested.
13. Serve as cooperating professional, mentor, or advisor to students, colleagues, or others as requested and participate in studies, surveys, or research pertinent to the profession.
14. Maintain appropriate confidentiality of all student-related information or data as well as building/district specific information.
15. Submit accurate, legible, and complete information on forms, requisitions, reports, records, surveys in a timely fashion as requested by administration.
16. Account and care for all materials, equipment, tests, and supplies provided or assigned.
17. Assist in public relations efforts to promote education, the Methacton School District, individual school activities, and the profession.
18. Establish and maintain parental awareness of the guidance function and its importance by periodic and continuing use of newsletters, brochure, and other communication techniques.
19. Follow applicable laws, policies, procedures, and directives as established by the state, department of education, school board and administration.
20. Pursue ongoing professional growth and knowledge through American School Counselors Association, seek self-improvement opportunities, and keep informed of new developments in the field.
21. Implement appropriate responsibilities of job as detailed by principal at specific levels.
22. Perform other duties as assigned by coordinators and Director of Pupil Services.

JOB TITLE: **Secondary School Counselor**
REPORTS TO: Building Principal and Director of Pupil Services
CLASSIFICATION: Professional Employee / Member of MEA
STATUS: Full time
EVALUATION: Performance will be evaluated in accordance with provisions of the Board approved process for evaluation of professional personnel and any applicable CBA.

POSITION SUMMARY: A counselor shall be responsible for helping students to themselves, to achieve to their capacity, and to make appropriate decisions through personal, educational and career counseling and guidance services.

QUALIFICATIONS: Appropriate PA certification
Master's Degree in Guidance and Counseling
Current Act 34, Act 151 and FBI Fingerprint clearances

ESSENTIAL JOB FUNCTIONS: *List the responsibilities of the job.*

1. Maintain a cooperative, enthusiastic, constructive attitude toward education and carry out assignments professionally and efficiently using good communication skills with students, staff and parents.
2. Provide counseling with students, staff and parents individually and in groups as necessary in the solution of personal problems relating to home and family, health, emotional and educational concerns.
3. Maintain sound organization and management of pupil records/data in accordance with district policy guidelines and disseminate accurate student data and records as permitted to approved requesters. Utilize student data for career, social/emotional and academic counseling.
4. Meet with new students and parents and assist in orienting them to school procedures, available services, course selection, academic placement and schedule development as required at each level.
5. Assist students and parents/guardians with course selection and scheduling of classes.
6. Provide classroom instruction as directed by building principal.
7. Assist students, parents and staff in accessing the network of community services, tutoring information and other appropriate support sources as necessary.
8. Work closely with the Special Education staff to ensure compliance with guidelines, completion of documentation and coordination of special education services.
9. Serve as member of child study, instructional support, multidisciplinary, and student assistance teams as necessary and assist in coordinating services of same.
10. Work collaboratively with community counselors.
11. Schedule, coordinate, and administer individual and group testing and assessments as required by state and local programs and interpret results for students, parents and staff.

12. Assist in orientation of incoming classes to each level as necessary.
13. Provide information and assist students and parents in such areas as: evaluating career interests/choices, financial aid, occupational information, completing school, etc., as required at each grade level.
14. Attend and participate in staff development activities, faculty meetings, department/grade level meeting, and serve on building and/or district committees as requested.
15. Serve as cooperating professional, mentor, or advisor to students, colleagues, or others as requested and participate in studies, surveys, or research pertinent to the profession.
16. Maintain appropriate confidentiality of all student-related information or data as well as building/district specific information.
17. Submit accurate, legible, and complete information on forms, requisitions, reports, records, surveys in a timely fashion as requested by administration.
18. Account and care for all materials, equipment, tests, and supplies provided or assigned.
19. Assist in public relations efforts to promote education, the Methacton School District, individual school activities, and the profession.
20. Establish and maintain parental awareness of the guidance function and its importance by periodic and continuing use of newsletters, brochure, and other communication techniques.
21. Follow applicable laws, policies, procedures, and directives as established by the state, department of education, school board and administration.
22. Pursue ongoing professional growth and knowledge through American School Counseling Association, seek self-improvement opportunities, and keep informed of new developments in the field.
23. Implement appropriate responsibilities of job as detailed by principal at specific levels.
24. Perform other duties as assigned by coordinators and Director of Pupil Services.

JOB TITLE:	K-12 Career Counselor
REPORTS TO:	Director of Curriculum, Instruction & Assessment/Director of Pupil Services
CLASSIFICATION:	Professional Employee / Member of MEA
STATUS:	Full time
EVALUATION:	Performance will be evaluated in accordance with provisions of the Board approved process for evaluation of professional personnel and any applicable CBA.

POSITION SUMMARY: The primary responsibility of the K-12 Career Counselor will be to assist the district in building comprehensive K-12 Career Readiness programming. This will be accomplished through work with parents and with district administrators, counselors, and teachers, as well as through outreach that will lead to the establishment of strong community partnerships. Leading the development and implementation of the district’s Act 339 Plan will also be an integral part of this position.

- REQUIREMENTS:**
1. Certification as a school counselor (K-12 preferred)
 2. Knowledge of PA College and Career Standards & the ASCA Mindsets & Behaviors for Student Success
 3. Knowledge of Chapter 339 Planning
 4. Willingness to work with local community agencies/business partners/colleges & universities
 5. Familiarity and ability to work with MSD counseling curriculum, K-12
 6. Ability to interpret cognitive, aptitude, and achievement data
 7. Working knowledge of Naviance
 8. Knowledge of STEM programming
 9. Excellent oral and written communication skills

ESSENTIAL JOB FUNCTIONS: *List the responsibilities of the job.*

1. Work under the guidance of the Director of Curriculum, Instruction, & Assessment and the Director of Pupil Services to build comprehensive K-12 College & Career Readiness programming that will prepare all Methacton students for appropriate post-secondary planning.
2. Review current curriculum related to college and career readiness for evidence of alignment with the state’s College and Career Readiness Standards, and make recommendations for revisions/rewrites.
3. Work with school counselors at each level to identify processes currently in place for addressing college and career readiness, and identify and address gaps.
4. Assist in the development of in-service offerings that will better inform all staff about their role in assessing and understanding the importance of college and career readiness at all grade levels.
5. Proactively assist families in supporting their children’s strengths and interests through such means as sharing links to critical websites; ensuring they are familiar with and can effectively use the

components of the Naviance system; keeping them informed of district programming and opportunities; and planning applicable informational nights.

6. Work with the Supervisor for Professional Learning and Continuous Improvement to review data on both current K-12 students to help guide their college and career readiness path, and on MSD graduates in order to make informed decisions about student programming and staff and parent workshops.

7. Assist in the development of the MSD Chapter 339 Plan.

8. Establish business and community partnerships that will be integrated into the district's K-12 college and career programming.

9. Develop K-12 college and career programming in a way that connects with the district's STEM focus.

10. Fill in as a school counselor when needed.

