



# **Pottstown School District K-12 Comprehensive Guidance Plan**

*Prepare each student, by name, for success at every level.*



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## **Pottstown School District Student Services Staff and Assignments**

### ***Pottstown School District***

*LaTanya White-Springfield, Director of Student Services*

### ***Pottstown High School***

*Kelly Leibold, School Counselor ~ 416:1*

*David Barnes, School Counselor ~ 416:1*

### ***Pottstown Middle School***

*Nicole Pearson, School Counselor ~ 487:1*

*Thomas Marsden, School Counselor ~ 487:1*

### ***Barth Elementary School***

*No Counselor ~ 355:0*

### ***Franklin Elementary School***

*No Counselor ~ 349:0*

### ***Lincoln Elementary School***

*No Counselor ~ 355:0*

### ***Rupert Elementary School***

*No Counselor ~ 379:0*

## **School Counseling Mission Statement**

The mission of the Pottstown School District's school counseling department is to provide a comprehensive developmental program to a diverse student population by addressing the academic, career and personal/social needs of each student by name for success at every level. Through collaboration with administrators, teachers, parents, students, local businesses, community agencies, and post-secondary institutions we strive to create linkages to maximize student's potential to meet with success.

## **Program Goals**

We believe that all students are valued and can be successful learners, and we strive to welcome them to a safe learning environment. Our students become lifelong learners through their participation in academic, extracurricular, and community activities. We also believe that the development of our students into successful citizens is the shared responsibility of the students themselves as well as our educators, parents/guardians, and the community. We have developed program goals with these thoughts in mind.

### **Academic**

High School: 100% of high school students will utilize Naviance results to guide scheduling, set goals, and identify courses of study.

Middle School: 95% of Middle School students will review their academic status, independently or with assistance, via eSchoolPlus once per six-day cycle during Mentor periods throughout the entire school year.

Elementary School: Increase awareness of post-secondary and career options within the elementary school student population. 100% of 3rd grade students will be able to identify a minimum of 3 secondary and post-secondary options, including the CTE program, by the 2020/2021 school year. 100% of 4th grade students will be able to identify the difference between a community college and 4 year college, and identify 2 specific career tracks in the CTE program by the 2020/2021 school year.

### **Personal/Social**

High School: Provide 100% of enrolled 9th grade students with the School Connect, Social Emotional Learning curriculum and be provided with information related to accessing guidance services.

Middle School: All students will be provided skills, concepts, and lessons during SEL to develop healthy relationships and effective forms of conflict resolution to be utilized throughout the school year.

Elementary School: Increase personal awareness of passions and strengths for students to pursue in a future career. 100% of 3rd and 4th grade students will be able to identify their own "spark"

or passion, and 3 applicable strengths by the 2020/2021 school year. 100% of teachers will deliver the Second STEP curriculum, with fidelity, to all students.

## **Career**

High School: All 9th grade students will update a digital portfolio for their career exploration and post-secondary planning via Naviance. Students will continue to update and add to their digital portfolio via Naviance throughout 10th, 11th, and 12th grade. The goal is for students to further promote an interdisciplinary team approach to address student needs and educational goals, develop their portfolio each year, having a complete portfolio with artifacts and career pathways by the end of senior year.

Students will complete a graduation project by the end of 12th grade. Activities will be required in 9th, 10th, and 11th grade as part of this project. All activities involve career exploration and post-secondary preparation, including creating and updating a resume, career exploration through interest inventories, career shadowing and/or internships, post-secondary visits of either schools or industry.

Middle School: 95% of PMS students will increase awareness of careers within grades 5-8. Students will compile 2 pieces of evidence in Naviance, per year, that address the four career strands: Awareness, Acquisition, Retention, and Entrepreneurship.

Elementary School: Increase awareness and practice of good work habits to develop and maintain a portfolio. 85% of 4th grade students will have four pieces of evidence in their personal portfolio by the end of the 2019/2020 school year, and 1 piece of evidence will report on 2 character traits of entrepreneurship.

## **Role of Stakeholders**

### **Students**

All students are involved in the school counseling program. Students are prepared for the challenges of the 21<sup>st</sup> Century through academic, career and personal /social development. The program is designed to promote commitment to life-long learning. Our program facilitates career exploration and development as well as helping develop decision-making and problem solving skills. Students must also be able to take responsibility for their own futures and development and will avail themselves of the variety of resources through the school counseling program.

Students will help to deliver the counseling program by participating in goal-setting, problem-solving, career development and post high school planning. Students will focus on personal achievement and seek resources in the areas of academic, career and personal/social development. Students will also provide feedback on the needs of the student body and on the manner in which those needs are being met. Students will offer input into the effectiveness of guidance services and ways to improve these services to better meet student needs. In addition, students will serve on the district advisory council.

### **Parents**

Parents play a vital role in helping students make appropriate choices for their future. They should be engaged in and actively participating in all aspects of their child's academic, personal/social and career development. Parents are provided with resources to help children deal with the challenges of the 21<sup>st</sup> Century through academic, career and personal/social development. A plan is developed to assist their child's long range planning and learning as well as increase opportunities for parent and school collaboration. The counseling department also aids in a parents' ability to access school and community resources. They will be informed of opportunities and options for their children so that they can be advocates in communicating and encouraging these opportunities to their children. Parents will be made aware of ongoing school-counseling programs and services throughout the school year through parent conferences, mailings, advertising, resources on the school website, and special planned events. Parents will work with their children and school staff in regards to academic course selections, college and career exploration, and post-secondary planning.

Our parent involvement is achieved through the Parent Organization in many of our elementary schools, grades K-4; Family Advisory Committee in grades Pre-K- 4; Friends of Pottstown Middle School parent organization in grades 5-8, The Student Assistance Program (SAP) in grades K-12, parent conferences grades K-12, College Financial Aid Night grades 10-12, Back to School Night grades K-12, and assistance in completing the FAFSA for grade 12. Parents will have an ongoing opportunity to provide input on the development of guidance services by serving on the advisory council, participating in school career programs and attending school events.

### **Educators**

Educators will support the school-counseling program by being firm believers in the department's mission, goals, and delivery. They will help promote the school-counseling program through classroom instruction, professional and parent meetings and by participating in curriculum writing. Educators will benefit by working as a team to discover students' individual strengths and needs to prepare them to be successful learners and transition from high school into the world of work.

Teachers, administrators, and school board members will be educated about career standards and career options available to students through their participation on the advisory council, the school website, and counselor driven presentations. Educators are provided with resources that inform, educate and address individual student needs. They are provided with consultation to help assist with supporting students in and out of the classroom. Teachers, administrators, and school board members will be members of the Guidance Advisory Council.

Educators help deliver this service through their participation in professional development, SAP grades K-12, Intervention Team in grades K-6, Safety Committee in grades K-12, 21<sup>st</sup> Century (After School Tutoring Program) in grades K-12,

conferences with parents and the guidance counselor at any times K-12, participation in I.E.P's, Chapter 504 meetings, ER meetings and GIEP meetings in grades K-12.

### **Community/Business**

Community and business involvement is key for building collaborative partnerships, which enhances students' awareness, exploration, and exposure to college and career opportunities and post-secondary success. They are provided with the opportunity to participate actively in the total school program. Members of the business community will provide students the ability to tour their facilities, conduct presentations to students regarding the workforce, provide support to help our schools carry out its program goals, and serve on the advisory council.

As a stakeholder, business community members are able to collaborate with counselors, educators, administrators, and parents; provide input; and have contact with potential future workforce participants who have obtained decision making skills and increased worker maturity. Students will become connected with business and community members through opportunities to visit local businesses, take the interest inventory and connect it to the career curriculum/virtual job shadow and by participation in our career and technical education program and their community partners.

Community/businesses help deliver this service through participation in many school related activities such as Healthy snack in grades K-4; 21st Century Afterschool Program; Girls Today, Leaders Tomorrow in grades 5-8; One School One Book in grades K-8; Junior Achievement in grade 8; North Bay Environmental Science and Character Development Program in grades 4-6; Upward Bound in grades 9-12; Operation Backpack Program K-8; the 8<sup>th</sup> grade Science Fair,, MCCC presentations and visits in grades 9 and 10, and the College Fair in grades 11 and 12.

### **Post-Secondary**

Post-secondary representation in the counseling plan is vital in offering support to guide the school-counseling program to help our students become more knowledgeable and prepared for post-secondary success. Post-Secondary institutions and employers are receiving well-rounded students who are prepared academically, personally/socially and demonstrate career readiness for the world of work and/or post-secondary education or training.

Representatives from post-secondary institutions including community colleges, four year universities, and technical schools will become active members on the advisory council. Institutions can conduct recruiting visits and facilitate presentations regarding their programs, meet and greet staff and faculty, allow students and school staff to visit college campuses and interact with college students and professors. Students will become aware of various options after high school. In addition, students will be able to participate in dual enrollment, co-ops outside of the building, as well as real life work experiences while in the school setting. The post-secondary institutions help deliver this service through having college representative visit the school on a regular basis, students attendance at the College Fair, the 8<sup>th</sup> Grade Career Fair, Military visits, Trade School presentations in the classroom,

our school administering the SAT/PSAT/ACT, and providing a College Financial Aid Night.

## **Role of the School Counselor**

In the Pottstown School District, the role of the school counselor is to support the comprehensive school counseling program by promoting each student's development in the academic, career, and personal/social domains. Our focus is to promote student success in all areas of development, assist the students in preparation for their future, and increase self-awareness and interpersonal skills. The school counseling program is dedicated to providing our students with educated, professionally responsible and caring counselors.

### **Collaborator**

As a Collaborator, the counselors will work as a liaison between teachers, parents and community stakeholders to discuss and develop the student's academic, career, and personal/social success. The school counselor as a collaborator promotes commitment to the mission of the school; Teams with staff to provide professional development that enhances student success; Establishes a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program; Offers parent/guardian information and training in the community to enhance the educational opportunities for students and their families; Maintains an open communication style to foster an effective teaming culture and a sense of community for the school system; Serves actively on school leadership teams; Uses skills in networking, problem solving, and mediation in the educational community; and embraces feedback that supports continual program improvement.

### **Leader**

As a leader, the school counselor will encourage and empower students to make productive and successful academic and social decisions. The counselor develops, delivers and evaluates a comprehensive school counseling program for all students, using data to identify and remove barriers to student learning. They serve on school-based leadership/school improvement teams related to the welfare of students, and support the school as a safe and welcoming learning community.

### **Advocate**

As an Advocate, the counselors will support and intercede on behalf of all students. School counselors advocate for students, for the counseling profession, and for systemic change. School counselors as advocates can impact attitudes, policies, or practices to reduce or eliminate barriers so that students can be successful in school and careers. Advocating for the academic success of every student is a key role of school counselors.

### **Agent of Systemic Change**

As an Agent of Systemic Change, the counselors are an integral part of an effective school counseling program. School counselors work to remove institutional barriers to academic achievement and implement the support interventions needed to ensure that all students graduate ready for success in both college and career by utilizing the following interventions:



- **Counseling:** The school counselor will help students identify and address behavioral, emotional, social/interpersonal, and developmental concerns by meeting with students individually or in small groups. Counseling sessions or groups may also address personal experiences, crisis situations, self-esteem, bullying, drug and alcohol related concerns, conflict resolution, as well as career planning involving identification and exploration of the students' academic needs, abilities, and interests.
- **Consultation:** The school counselor will establish rapport and facilitate professional relationships with students, parents, teachers, school personnel, administrators, community mental health providers, wraparound and in-home/in-school service providers, Student Assistance Program professionals, drug and alcohol treatment providers, social workers, psychologists, and community medical professionals.
- **Coordination:** The school counselor plans, organizes and implements developmental and preventative counseling programming and continuously evaluates the existing program. The school counselor assists students, families and parents with accessing community-based services and makes appropriate referrals when indicated. The school counselor will serve as an advocate for the student.

## Advisory Council

Provide a list of 20-25 individuals from the five Stakeholders Groups (4-6 from each). Provide two meeting dates per year.

### Advisory Council

Students:

- Malachi Neely, grade 10, [22neelym@pottstownk12.org](mailto:22neelym@pottstownk12.org)
- Megan McGinn, grade 6, [26mcginm@pottstownk12.org](mailto:26mcginm@pottstownk12.org)
- Riley Maguire, grade 5, [27maguirer@pottstownk12.org](mailto:27maguirer@pottstownk12.org)
- Alana Hayward, grade 9, [23haywarda@pottstownk12.org](mailto:23haywarda@pottstownk12.org)
- Delaney Worley-Bush, grade 3, [29worleybushd@pottstownk12.org](mailto:29worleybushd@pottstownk12.org)

Parents:

- Michaela Johnson [mcjohnson12@gmail.com](mailto:mcjohnson12@gmail.com)
- Danielle Moser [dlmoser@pottstownk12.org](mailto:dlmoser@pottstownk12.org)
- Daniela Durante-Hayward [jdh\\_business\\_solutions@yahoo.com](mailto:jdh_business_solutions@yahoo.com)
- Marissa Bush [thebushbunch@gmail.com](mailto:thebushbunch@gmail.com)

Post-secondary:

- David Dimattio, Vice President, Montco Community College- West Campus, [ddimatti@mc3.edu](mailto:ddimatti@mc3.edu)

Business/Community

- Sheree McDonald, Chief Mission Impact Officer, YWCA Tri-County Area [smcdonald@ywcatricountyarea.org](mailto:smcdonald@ywcatricountyarea.org)
- Kimberlee Platchek, The Lincoln Center, [kplatchek@pottstownk12.org](mailto:kplatchek@pottstownk12.org)
- Ernest White, White House Barber and Salon, [kyrenamari@gmail.com](mailto:kyrenamari@gmail.com)
- Joel Lopez, Director of Physician Practices, Tower Health, [joel.lopez@towerhealth.org](mailto:joel.lopez@towerhealth.org)

Educators:

- Robin Romero, Supervisor of Elementary Special Education [rromero@pottstownk12.org](mailto:rromero@pottstownk12.org)

- Kevin Pascal, High School Teacher, [kpascal@pottstownk12.org](mailto:kpascal@pottstownk12.org)
- Dave Livengood, Director of Career and Technical Education  
[dlivengood@pottstownk12.org](mailto:dlivengood@pottstownk12.org)
- Perry Augustine, Middle School Teacher [paugustine@pottstownk12.org](mailto:paugustine@pottstownk12.org)
- Richard Saylor, Middle School Teacher [rsaylor@pottstownk12.org](mailto:rsaylor@pottstownk12.org)
- Ted Freese, Elementary Librarian, [tfreese@pottstownk12.org](mailto:tfreese@pottstownk12.org)
- Andrea Roberts, Elementary Librarian [aroberts@pottstownk12.org](mailto:aroberts@pottstownk12.org)
- Beth Kramer, Elementary Principal [bkramer@pottstownk12.org](mailto:bkramer@pottstownk12.org)

School Board Member:

- Steve Kline

Fall Meeting Date: October, 2020

Spring Meeting Date: March, 2021

# Program Calendar

## Monthly Counseling Calendar PMS 5-8

<b>July</b>	<b>January</b>
<p><u>Academic:</u></p>	<p><u>Academic:</u>            Course review &amp; selection for 8<sup>th</sup> grade students            504 &amp; / or MDE evaluations            Gifted screening</p>
<p><u>Career:</u> Students on Summer Vacation</p>	<p><u>Career:</u>            Interest inventory 8<sup>th</sup> grade (ELA and Guidance)            ROTC presentation to 8<sup>th</sup> grade            MCCC - Upward Bound, First presentation to 8<sup>th</sup> graders</p>
<p><u>Personal/Social:</u></p>	<p><u>Personal/Social:</u>            SAP Meetings            On-going support groups (providers and in-house)</p>
<b>August</b>	<b>February</b>
<p><u>Academic:</u>            Access scheduling needs and make changes if needed.            Orientation and scheduling of new students.            Review new student records.            Meet with classroom teachers about individual student needs.            Review and share 504 service agreements. Update as needed.            504 &amp; / or MDE evaluations            Gifted screening</p>	<p><u>Academic:</u>            Parent Teacher Conferences            Course review &amp; selection for 8<sup>th</sup> grade students            504 &amp; / or MDE evaluations            Gifted screening            Failure meetings            PSSA Prep/Training            Meet with students with failing grades</p>
<p><u>Career:</u>            Career planning and budgeting- in Computer Application- 7<sup>th</sup> &amp; 8<sup>th</sup> Grade</p>	<p><u>Career:</u>            Career planning and budgeting- in Computer Application- 7<sup>th</sup> &amp; 8<sup>th</sup> Grade            5th Grade Teams Career Exploration, Interests.            8th Grade ELA- Interest Inventories</p>
<p><u>Personal/Social:</u>            Coordinate transition meetings for students with special considerations and needs            Meet new students and their families            SAP Meetings            Coordinate Backpack program for students who need food over weekends.</p>	<p><u>Personal/Social:</u>            SAP Meetings</p>
<b>September</b>	<b>March</b>
<p><u>Academic:</u>            Review and update 504 service agreements.            504 &amp; / or MDE evaluations            Gifted screening</p>	<p><u>Academic:</u>            504 &amp; / or MDE evaluations            Gifted screening            PSSA preparation            Monitor &amp; meet with failing students</p>
<p><u>Career:</u>            Career planning and budgeting- in Computer Application- 7<sup>th</sup> &amp; 8<sup>th</sup> Grade            Annual MCCC Health Expo - Blue Bell</p>	<p><u>Career:</u>            Course selection 8<sup>th</sup> grade            Annual MCCC ManuFest Event held at Oaks</p>

<b>5th Grade Non-Traditional Careers</b>	
<b>Personal/Social:</b> SAP Meetings Manage/coordinate SAP groups Backpack program Safe2Say Training	<b>Personal/Social:</b> SAP Meetings Manage/coordinate SAP groups Backpack program
<b>October</b>	<b>April</b>
<b>Academic:</b> 504 & / or MDE evaluations Gifted screening	<b>Academic:</b> PSSA coordination & administration 504 & / or MDE evaluations Gifted screening Monitor /notify families of students in danger of failing 2 or more classes
<b>Career:</b> Career planning and budgeting- in Computer Application- 7 <sup>th</sup> & 8 <sup>th</sup> Grade	<b>Career:</b> Career planning and budgeting- in Computer Application- 7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Personal/Social:</b> SAP Meetings Manage/coordinate SAP groups Backpack program	<b>Personal/Social:</b> SAP Meetings Backpack program
<b>November</b>	<b>May</b>
<b>Academic:</b> Parent Teacher Conferences 504 & / or MDE evaluations Gifted screening	<b>Academic:</b> Keystone test administration 504 & / or MDE evaluations Gifted screening Monitor / notify family of students in danger of failing 504 transition meetings 8 <sup>th</sup> to 9 <sup>th</sup>
<b>Career:</b> Career planning and budgeting- in Computer Application- 7 <sup>th</sup> & 8 <sup>th</sup> Grade	<b>Career:</b> Career planning and budgeting- in Computer Application- 7 <sup>th</sup> & 8 <sup>th</sup> Grade
<b>Personal/Social:</b> SAP Meetings Manage/coordinate SAP groups Backpack program	<b>Personal/Social:</b> SAP Meetings Backpack program
<b>December</b>	<b>June</b>
<b>Academic:</b> 504 & / or MDE evaluations Gifted screening	<b>Academic:</b>
<b>Career:</b> Career planning and budgeting- in Computer Application- 7 <sup>th</sup> & 8 <sup>th</sup> Grade	<b>Career:</b>
<b>Personal/Social:</b> SAP Meetings Backpack program	<b>Personal/Social:</b>

## Monthly Counseling Calendar PHS 9-12

<b>July</b>	<b>January</b>
<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• Summer registrations.</li> <li>• Scheduling.</li> <li>• transcript auditing</li> <li>• Rescheduling of students who have failed core courses</li> </ul>	<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Second semester scheduling</li> <li>• Keystone Exams</li> <li>• Scholarship opportunities</li> <li>• Letters of recommendation</li> <li>• AP Meetings</li> <li>• Varied per individual student need</li> <li>• Scheduling of new students.</li> <li>• Rescheduling of students who have failed core courses</li> <li>• Transcript auditing</li> </ul>
<p><u>Career:</u> Summer Vacation</p>	<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Freshman &amp; Sophomore Conferences</li> <li>• Transcript Audits</li> <li>• Naviance</li> <li>• FAFSA Completion Night</li> </ul>
<p><u>Personal/Social:</u> Summer Vacation</p>	<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, individual/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> </ul>
<b>August</b>	<b>February</b>
<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• Access scheduling needs and make changes if needed.</li> <li>• Scheduling of new students.</li> <li>• Review new student records.</li> <li>• Meet with classroom teachers about individual student needs..</li> <li>• Freshman/New Student Open House</li> <li>• Back to School Night</li> <li>• Review and share 504 service agreements. Update as needed</li> <li>• Evaluation of students for MTSS recommendation</li> </ul>	<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Freshman Academy Meetings</li> <li>• AP Meetings</li> <li>• Letters of recommendation</li> <li>• Failure Notices?</li> <li>• Scholarship Opportunities</li> <li>• Scheduling of new students.</li> <li>• Review and share 504 service agreements. Update as needed</li> <li>• Evening Parent Conferences</li> </ul>
<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Begin college planning</li> <li>• PHS scheduling</li> <li>• varied per individual student need</li> </ul>	<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Varied per individual student need</li> <li>• Naviance</li> <li>• Freshman &amp; sophomore meetings</li> <li>• Transcript Audits</li> </ul>
<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• Meet new students and their families</li> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students.</li> <li>• Evaluation of students for MTSS recommendation</li> </ul>	<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Weekly MTSS meetings</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> </ul>

<ul style="list-style-type: none"> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>	
<b>September</b>	
<u>Academic:</u> <ul style="list-style-type: none"> <li>• College Planning</li> <li>• Individual senior and junior conferences</li> <li>• Transcript audits</li> <li>• IEP/GIEP/504 meetings</li> <li>• College Information Night</li> <li>• College applications begin</li> <li>• Freshman Academy Meetings</li> <li>• Scheduling of new students.</li> <li>• Weekly MTSS meetings</li> </ul>	<u>Academic:</u> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Course Selection</li> <li>• Letters of recommendation</li> <li>• AP Coordination</li> <li>• Scholarship opportunities</li> <li>• Freshman Academy Meetings</li> <li>• Scheduling of new students.</li> <li>• Weekly MTSS meetings</li> </ul>
<u>Career:</u> <ul style="list-style-type: none"> <li>• Junior &amp; Senior meetings</li> <li>• Transcript audits</li> <li>• College rep visits to PHS</li> <li>• Varied individual career counseling</li> <li>• Introducing Naviance</li> </ul>	<u>Career:</u> <ul style="list-style-type: none"> <li>• Freshman &amp; Sophomore meetings</li> <li>• Naviance</li> <li>• Varied individual career counseling</li> </ul>
<u>Personal/Social:</u> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>	<u>Personal/Social:</u> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>
<b>October</b>	
<u>Academic:</u> <ul style="list-style-type: none"> <li>• Letters of recommendation</li> <li>• Transcript Audits</li> <li>• IEP/GIEP/504 meetings</li> <li>• PSAT</li> <li>• Parent Teacher Conferences</li> <li>• Freshman Academy Meetings</li> <li>• College Planning</li> <li>• Scheduling of new students.</li> <li>• Weekly MTSS meetings</li> </ul>	<u>Academic:</u> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Annual College Fair</li> <li>• NOCTI testing</li> <li>• AP Coordination</li> <li>• Freshman Academy Meetings</li> <li>• Scheduling of new students</li> <li>• Weekly MTSS meetings</li> <li>• PSSA Administration</li> </ul>
<u>Career:</u> <ul style="list-style-type: none"> <li>• PSAT</li> <li>• College applications continue</li> <li>• Junior &amp; Senior meetings</li> <li>• FAFSA Completion Night</li> <li>• Introducing Naviance</li> </ul>	<u>Career:</u> <ul style="list-style-type: none"> <li>• College Fair</li> <li>• Naviance</li> <li>• Varied, social/peer counseling</li> </ul>
<u>Personal/Social:</u> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>	<u>Personal/Social:</u> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>
<b>March</b>	
<b>April</b>	

<b>November</b>	<b>May</b>
<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Junior &amp; Senior Conferences</li> <li>• Continuation of college applications</li> <li>• Letters of Recommendation</li> <li>• Transcript audits</li> <li>• Freshman Academy Meetings</li> <li>• Meetings with in danger of failing 9<sup>th</sup> grade students</li> <li>• Scheduling of new students.</li> <li>• College Planning</li> <li>• Weekly MTSS meetings</li> </ul>	<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• Keystone test administration</li> <li>• Monitor / notify family of students in danger of failing?</li> <li>• 504 transition meetings 8<sup>th</sup> to 9<sup>th</sup></li> <li>• 9<sup>th</sup> Grade Orientation</li> <li>• AP Testing</li> <li>• Scheduling of new students.</li> <li>• Weekly MTSS meetings</li> </ul>
<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Continuation of college applications</li> <li>• Introducing Naviance</li> </ul>	<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Naviance</li> <li>• Varied individual career counseling</li> </ul>
<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> </ul>	<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> </ul>
<b>December</b>	<b>June</b>
<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Second semester scheduling</li> <li>• College Planning</li> <li>• Scheduling of new students.</li> <li>• Weekly MTSS meetings</li> </ul>	<p><u>Academic:</u></p> <ul style="list-style-type: none"> <li>• IEP/GIEP/504 meetings</li> <li>• Seniors/Graduation/transcript audits/final updates</li> <li>• Summer school information</li> <li>• Scheduling of new students.</li> <li>• Scheduling of Credit recovery for at risk students</li> <li>• Weekly MTSS meetings</li> </ul>
<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Senior &amp; Junior Conferences</li> <li>• Varied individual career counseling</li> <li>• Introducing Naviance</li> </ul>	<p><u>Career:</u></p> <ul style="list-style-type: none"> <li>• Senior year end of report</li> <li>• Individual career counseling</li> </ul>
<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Coordinate Backpack program for students who need food over weekends.</li> <li>• Weekly MTSS meetings</li> </ul>	<p><u>Personal/Social:</u></p> <ul style="list-style-type: none"> <li>• SAP Meetings</li> <li>• Provide group counseling to alternative education students</li> <li>• Varied, social/peer counseling</li> <li>• Weekly MTSS meetings</li> </ul>

# Program Delivery

## Program Delivery System K-5 Elementary Schools

<p><b>Guidance Curriculum</b> Provides developmental, comprehensive guidance program content in a systematic way to all students pre-K thru 12.</p>	<p><b>Prevention, Intervention and Responsive Services</b> Addresses school and student needs.</p>	<p><b>Individual Student Planning</b> Assists students and parents in development of academic and career plans.</p>	<p><b>System Support</b> Includes program, staff and school support activities and services.</p>
<p><b>Purpose</b> Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p><b>Purpose</b> Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p><b>Purpose</b> Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b> Program delivery and support.</p>
<p><b>Academic</b> Pottstown SD does not employ school counselors at the elementary level. This prohibits us from having a comprehensive guidance program with an academic focus.</p>	<p><b>Academic</b> -School Psychologists, District Leaders, and Classroom Teachers attend 504/Student Study Team/IEP meetings to collaborate, consult, review, revise plans as student needs progress -provide intermittent short-term, individual counseling for school readiness skill, self control, organization, etc. -provide intermittent short-term, small group counseling for school readiness skill, self control, organization, etc. -observations and data collection.</p>	<p><b>Academic</b> -Attend 504/Student Study Team/IEP meetings to collaborate, consult, review, revise plans as student needs progress -observations and data collection -awareness of student level, grade level, and school level state and local standardized testing results -attend parent/teacher conferences -Part-time School Counselor provides individual counseling for select students</p>	<p><b>Academic</b> -Building based initiatives -Staff collaboration and consultation -School Psychologist supports, prepares, facilitates of local/state assessments -Participation in Open House activities</p>



<p style="text-align: center;"><b>Career</b></p> <p>We do not have any school counselors in the elementary buildings. We utilize the support of the school psychologists, teachers, and the two mental health professionals that are shared among 4 buildings. This prohibits us from having a comprehensive guidance program with a career focus.</p>	<p style="text-align: center;"><b>Career</b></p> <p>We do not have any school counselors in the elementary buildings. We utilize the support of the school psychologists, teachers, and the two mental health professionals that are shared among 4 buildings. This prohibits us from having a comprehensive guidance program with a career focus.</p>	<p style="text-align: center;"><b>Career</b></p> <p>We do not have any school counselors in the elementary buildings. We utilize the support of the school psychologists, teachers, and the two mental health professionals that are shared among 4 buildings. This prohibits us from having a comprehensive guidance program with a career focus.</p>	<p style="text-align: center;"><b>Career</b></p> <p>We do not have any school counselors in the elementary buildings. We utilize the support of the school psychologists, teachers, and the two mental health professionals that are shared among 4 buildings. This prohibits us from having a comprehensive guidance program with a career focus.</p>
<p style="text-align: center;"><b>Personal/Social</b></p> <p>Social Emotional Learning Curriculum delivered by the classroom teachers:</p> <ul style="list-style-type: none"> <li>-Feeling identification</li> <li>-Communication skills</li> <li>-Concepts of personal space</li> <li>-Self-management and coping skills</li> <li>-Stress management</li> <li>-Inclusion, diversity and character development</li> <li>-Social problem solving/conflict resolution</li> <li>-Bullying prevention and intervention</li> <li>-Healthy perspectives/social thinking</li> <li>-Decision making</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-provide short-term, individual counseling for social problem-solving, social skill development, self-management, grief/loss, family changes, etc.</li> <li>-provide short-term, small group counseling for social problem-solving, social skill development, self-management, grief/loss, family changes, etc.</li> <li>-observations and data collection.</li> <li>-Refer to community mental health agencies for long-term counseling support</li> <li>-student observations and data collection</li> <li>-consultation and collaboration with teachers, staff, administrators, community providers and parents</li> <li>-crisis support/intervention</li> <li>-attend crisis intervention training</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-monitor/support student transitions</li> <li>-Create/coordinate/support student behavior contracts or IEP goals</li> <li>-Coordinate SAP team supports</li> <li>-Part-time School Counselor provides individual counseling for select students</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Coordination, training and support of Social Emotional Learning Curriculum</li> <li>-collaborate with building staff and classroom teachers</li> <li>-School- wide behavior support programs</li> <li>-Support student participation in Field day activities</li> <li>-Community outreach/resource programs</li> </ul>
<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">0%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">0%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">0%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">0%</p>

## Program Delivery System ~ Middle School Grades 5-8

<p style="text-align: center;"><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p style="text-align: center;"><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p style="text-align: center;"><b>Individual Student Planning</b></p> <p>Assists students and parents in the development of academic and career plans.</p>	<p style="text-align: center;"><b>System Support</b></p> <p>Includes program, staff and school support activities and services</p>
<p style="text-align: center;"><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Prevention, Intervention and Responsive services to groups and/or individuals.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Individual student academic and occupation planning, decision making, goal setting and preparing for academic transitions.</p>	<p style="text-align: center;"><b>Purpose</b></p> <p>Program delivery and support.</p>
<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Present at Parent Orientation for all new students (Incoming fifth grade families and all new families)</li> <li>-Present and attend grade level assemblies</li> <li>-Plan for student meetings</li> <li>-Visit 5th grade classrooms</li> <li>-Individual Guidance meetings with students</li> <li>-Visit to elementary schools for -transition to middle school</li> <li>-Middle school orientation 5th grade</li> <li>-Stress / anxiety management</li> <li>-Support SEL program 5th through 8th</li> <li>-Guidance Program overview/ review 5 through 8th</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Update counseling resources</li> <li>-Participation in team meetings regarding attendance</li> <li>-Schedule changes</li> <li>-Consult with teachers and parents regarding students struggling academically</li> <li>-Consult with teachers, parents and administration to develop supports for students</li> <li>-Counsel students in danger of failing</li> <li>-Year-end failures</li> <li>-Meet with students to discuss course selections</li> <li>-Coordinate and participate in Student assistance programming (SAP)</li> <li>-Schedule/coordinate parent meetings with teams</li> <li>-Individual counseling for academic, personal-emotional and career related concerns</li> <li>-Coordinate &amp; collaborate with outside agency to support students</li> <li>-Consult with personal care assistants, therapeutic support staff &amp; behavioral specialist consultants</li> <li>-Serve as a referral source for SAP team</li> <li>-Member of SAP team</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Attend IEP/GIEP meetings</li> <li>-Schedule Virtual Learning meetings with parents</li> <li>-Coordinate and facilitate parent teacher conferences with parents, teachers and student academic and emotional progress</li> <li>-504 evaluator</li> <li>-Schedule/coordinate 504 meetings with teams, parents and administrator</li> <li>-Manage all documents and accommodations for students with 504 service agreements while collaborating with teachers and administration</li> <li>-Schedule small group meetings with new students</li> <li>-New student enrollment</li> <li>-Meet with students to review academic performance</li> <li>-Receive schedule conflict</li> <li>-Create, review, and modify student schedules</li> <li>-Assist with summer school enrichment / credit recovery</li> <li>-Review of team, class and case management rosters</li> <li>-Review of new student files, confidential files, and 504's</li> </ul>	<p style="text-align: center;"><b>Academic</b></p> <ul style="list-style-type: none"> <li>-Professional development</li> <li>-Schedule changes</li> <li>-New student enrollments</li> <li>-Complete application requests for students transferring out of district</li> <li>-Complete letters of recommendation for private schools</li> <li>-Student tours of building</li> <li>-Review of records</li> <li>-Preparation of non-school testing schedule</li> <li>-Participate in Open House</li> <li>-PSSA preparation</li> <li>-PSSA coordination</li> <li>-Coordinate Keystone testing</li> <li>-Educate faculty on SAP team process and referral procedures</li> <li>-Coordinate PSSA testing make up dates</li> <li>-Professional development</li> <li>-Gather and review teacher recommendation forms</li> <li>-Review schedule conflicts</li> <li>-Review failure notices</li> <li>-Ongoing collaboration with administrators regarding students</li> <li>-Ongoing collaboration with Teams and case managers regarding students</li> <li>-Coordinate PSSA testing make up dates</li> </ul>

			<ul style="list-style-type: none"> <li>-Professional development</li> <li>-Gather and review teacher recommendation forms</li> <li>-Review schedule conflicts</li> <li>-Review failure notices</li> <li>-Ongoing collaboration with administrators regarding students</li> <li>-Ongoing collaboration with Teams and case managers regarding students</li> </ul>
<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Individual Guidance Meetings continue</li> <li>-Career interest inventory</li> <li>-Understanding career clusters</li> <li>-Career Interview and Holland Inventory/Career Key</li> <li>-8<sup>th</sup> grade Interest Inventory and Career Cluster Finder</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>Individual Guidance Meetings continue</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>Individual Guidance Meetings continue</li> </ul>	<p style="text-align: center;"><b>Career</b></p> <ul style="list-style-type: none"> <li>-Professional development</li> <li>-Ongoing collaboration with administrators regarding students</li> <li>- Ongoing collaboration with Teams and case managers regarding students</li> </ul>
<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Preparation for New Student Orientation</li> <li>-Prepare brief presentation for New Student Orientation</li> <li>-Establish relationship with fifth students through classroom introductions</li> <li>-Plan for Individual Guidance meetings for all students</li> <li>-Individual Guidance Meetings</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs</li> <li>-Plan Student Assistance Program needs/schedule/training for school year</li> <li>-Address individual student needs at SAP meetings</li> <li>- Coordinate with e</li> <li>-Review Child Line procedure with administration annually</li> <li>-Coordinate PAYS survey</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Monitor student transitions</li> <li>-Plan for Individual Guidance with all students</li> <li>-Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs</li> <li>-Review D &amp; F list with students</li> <li>-Support in cafeteria for students in need</li> <li>-Process new student enrollment and withdrawals</li> </ul>	<p style="text-align: center;"><b>Personal/Social</b></p> <ul style="list-style-type: none"> <li>-Professional development department based planning</li> <li>-Prepare final SAP report for state reporting</li> <li>- Ongoing collaboration with administrators regarding students</li> <li>-Ongoing collaboration with Teams and case managers regarding students</li> </ul>
<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">15 - 25%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">25 - 35%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">25 - 35%</p>	<p style="text-align: center;"><b>Percentage of Time</b></p> <p style="text-align: center;">15 - 20%</p>

## Program Delivery System ~ High School Grades 9-12

<p><b>Guidance Curriculum</b></p> <p>Provides comprehensive, developmental guidance programming, in a systemic manner to all students K-12</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Address school and student needs</p>	<p><b>Individual Student Planning</b></p> <p>Assist Student and parent in development of academic and career plans</p>	<p><b>System Support</b></p> <p>Includes program staff and school support activities and services</p>
<p><b>Purpose</b></p> <p>Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation</p>	<p><b>Purpose</b></p> <p>Prevention, Intervention and responsive services to group and/or individual through an MTSS process that involves weekly meetings addressing the needs of students identified as at risk of failing school</p>	<p><b>Purpose</b></p> <p>Individual student academic and occupational planning decision making, goal setting and preparing for academic transitions.</p>	<p><b>Purpose</b></p> <p>Program delivery and support.</p>
<p><b>Academic</b></p> <p>9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade developmental programming.            9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade individual conferences            Group college planning            Group financial aid planning            Individual NCAA</p>	<p><b>Academic</b></p> <p>Meet with failing grade students. (marking period &amp; semester).            Parent access to online grade reports.            Information about learning center and afterschool academic help.</p>	<p><b>Academic</b></p> <p>Course Selection grade level meetings            College planning night            Financial Aid nights (October &amp; January)            Naviance programming            SCOIR Programming (future)            504 evaluator            Schedule/coordinate 504 meetings with teams, parents and administrator            Manage all documents and accommodations for students with 504 service agreements while collaborating with teachers and administration</p>	<p><b>Academic</b></p> <p>Course Selection counseling            PSAT testing/score review            SAT preparation</p>
<p><b>Personal/Social</b></p> <p>High School orientation (rising 8<sup>th</sup> graders)            Self Care Group (progressions)            LGBTQ Group (progressions)            Grief Group (progressions )</p>	<p><b>Personal/Social</b></p> <p>SAP Team            Red Ribbon Week            Alternative Ed Counseling Group            MTSS Model of support            Backpack program for students in need of food over the weekend</p>	<p><b>Personal/Social</b></p> <p>Individual counseling on future planning for post secondary life.</p>	<p><b>Personal/Social</b></p> <p>SAP            Reality Fair            College Fair            Progressions Groups</p>

<p><b>Counselor Role</b></p> <p>Counselors are involved in referring to and delivery of above groups</p> <p>Assist outside services with group facilitation.</p>	<p><b>Counselor Role</b></p> <p>Counselors are fully involved with SAP process</p> <p>Counselors coordinate and assist with referring student to outside support services</p>	<p><b>Counselor Role</b></p> <p>Counselors maintain, revise and deliver above programs with students and parents</p>	<p><b>Counselor Role</b></p> <p>Counselors assist in state assessment administration, proctoring, delivery of results, relaying of information, referrals, delivery of programs, individual counseling, group counseling.</p>
<p><b>Percentage of Time</b></p> <p><b>45%</b></p>	<p><b>Percentage of Time</b></p> <p><b>25%</b></p>	<p><b>Percentage of Time</b></p> <p><b>20%</b></p>	<p><b>Percentage of Time</b></p> <p><b>10%</b></p>

# Curriculum Action Plan

Action Plan for 3 Goals in the Career Domain						
Stakeholder: Parents/Guardians						
Big Idea	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End	
1	Educate Parents about Chapter 339 Plan and our K through 12 program.	13.1-13.4	K-12	Include information about Chapter 339 plan and K- 12 program during Back to School night, Let's Talk Night		Ongoing
				Add information about the K -12 program on District website.	N/A	2020-2021
2	To provide parents and teachers the opportunity to discuss their student's progress	13.1-13.4	K-12	Parent / Teacher Conferences	Question & Answer	Fall & Spring
				Correspondence as needed through email, Home Access Center and phone.		Ongoing
3	Educate the Parents about CTE programs at Pottstown High School as well as all other post secondary options.	13.1-13.1	K-12	Include information about CTE programs and post- secondary options at scheduling meetings.	Question & Answer	Ongoing
			9-12	College & Career Night at the Pottstown High School		October
				Financial Aid Night		October & January

## Action Plan for 3 Goals in the Career domain

**Stakeholder: Business/Community**

	Big Idea	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
1	Organize & host a college fair.	13.1-13.4	11-12	Coordinate post secondary college fair for high school students.	Attendance	Spring
2	To provide education and support to small groups of students (6-12)	13.1-13.4	6-12	Support Groups	Evaluation by group leader	Ongoing
				Lunch Bunch Group	Behavioral outcomes identified by group leader, teacher or students	Ongoing
				Classroom intervention lessons	Exit questionnaire	Ongoing - need indicated from needs assessments completed by teachers & / or students
3	To develop leadership skills in female students.	13.1-1	6-12	Girls Today Leaders Tomorrow	Annual evaluation by program leaders	Ongoing
4	To build relationships with community businesses	13.1-1	K-4	Field trips, added discussions regarding community jobs that relate to already established field trips.	Question and Answer	Ongoing
				Invite community partners to discuss career opportunities with students as it relates to curriculum		
			3-4	Career day with local business partners		Spring
5	To build relationships with community	13.1-1	5-8	Invite community partners to discuss career opportunities with students as it relates to STEAM	Question and Answer	Spring

businesses			Career day with local business partners (STEAM Day)		
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<b>Action Plan for 3 Goals in the Career domain</b>
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<b>Stakeholder: Educators</b>
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Big Idea	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
1 Educate faculty and staff members about Act 339 plan and the PSD K-12 program.	13.1-13.4	K-12	Present information to staff and faculty at faculty meeting and/or inservice day. Review of 339 plan.	Question and answers	Fall & Spring
			Bi-annual Stakeholder Advisory Committee	Minutes	Ongoing
			During Faculty Inservice	follow up on mylearningplan	2020-2021
2 Educate elementary faculty and staff about high school Career and Tech Ed program	13.1-13.4	K-8	Observation of programs during in-service days to see what options there are for high school students	Question and answer	Ongoing
3 To provide academic and guidance to students	13.1-13.4	K-12	Educators will incorporate essential workplace skills into their curriculum	Lessons taught in Family & Consumer Science & Computer Application classes	Ongoing 7th & 8th
			Educators will include the "world of work" in their curriculum to expose students to options	Lessons taught in Family & Consumer Science at the middle school level. Computer Application & Career Explorations classes- at the high school level.	Ongoing



## Action Plan for 3 Goals in the Career domain

**Stakeholder: Post-Secondary**

Big Idea	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
1	13.1-13.2	9-12	Refer from School Counselor to GED programs in the community	Follow up contact	As needed
			Information provided about work study options for students who qualify.	Progress monitoring	As needed
			Provide information and referral for JobCorps for qualified students	Follow up contact	As needed
2	13.1	K-4	Invite High School students and/or recent district graduates to share their career/technical experiences and how it applies to post-secondary plans - classroom presentations, assemblies, etc	Question and Answer	Ongoing
3	13.1 13.2 13.4	5-8	In preparation for guest career assembly. Students will research careers and requirements: No prior qualifications -to- multi-degree programs.	Survey	Annual. Subordinate to instructor schedule.
			Career assembly: guests representing different jobs and classifications (military, customer service, trades, degree-based, entrepreneur.	Survey	Annual. Determined by building planning committee.

## Organizing Career Resources

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	Pottstown Police Department MCIU
Intermediary Organizations	Natural Lands Trust NorthBay Pattan
Umbrella Organizations	Pottstown Chamber of Commerce Pottstown Health and Wellness
Community/State Agencies	PA Career Link Montgomery County Community College OVR YWCA Job Corp Big Brothers/ Big Sisters Montco Works The Pottstown Cluster Creative Health Services United Way Foundation of Pottstown Education Salvation Army Progressions Behavioral Health The Lincoln Center for Families and Youth
Networking Opportunities	TriCounty Community Network
Individual Contacts	
Community/Business Meetings	Occupational Advisory Committee

Community Events	Family Fest Building level open house/ Parent Teacher Nights FAFSA
Online/ Onland	Facebook Twitter PC TV The Mercury
Internet Based Links	
Media/Advertising	
Publications/Documents	PA Career Guide

## Online Resources

Naviance - <https://www.naviance.com/>  
21 Things Career Project - <http://www.21things4students.net/careerprep.html>  
One Net-Online <http://www.onetonline.org/find/career>  
Career Ship - <http://dev.mappingyourfuture.org/planyourcareer/careership/>  
Bureau of Labor Statistics - <http://www.bls.gov/oco/>  
Career Cruising - <http://www.careercruising.com/>  
Career Videos - <http://www.careerinfonet.org/videos/>  
Skills & Abilities videos - <http://www.careerinfonet.org/videos/>  
American School Counselor Association (ASCA) - [www.schoolcounselor.org](http://www.schoolcounselor.org)  
[www.justcolleges.com](http://www.justcolleges.com)  
[www.educationplanner.org](http://www.educationplanner.org)  
American Education Services- [www.aessuccess.org](http://www.aessuccess.org)  
PA Career Guide and Teacher's Resource booklet- [www.paworkstats.state.pa.us](http://www.paworkstats.state.pa.us)  
PA Career Zone- [www.pacareerzone.org](http://www.pacareerzone.org)  
PA Disability Services- [www.dli.state.pa.us](http://www.dli.state.pa.us)  
PA Higher Education Assistance Agency (PHEAA) - [www.pheaa.org](http://www.pheaa.org)  
PA School Counselor Association (PSCA) - [www.pasca-web.org](http://www.pasca-web.org)  
Parent Guide for Career Information - [www.pta.org](http://www.pta.org)  
Vocational Education Center - [www.khake.com](http://www.khake.com)  
Workforce Information and Analysis - [www.dli.state.pa.us](http://www.dli.state.pa.us)  
America's Career InfoNet - [www.acinet.org](http://www.acinet.org)  
America's Job Bank (AJB) - [www.ajb.org](http://www.ajb.org)  
Career OneStop - [www.careeronestop.org](http://www.careeronestop.org)  
National Toll-Free Help Line - 877-US-2JOBS  
Teaching Careers and Degree - [www.teachercertificationdegrees.com](http://www.teachercertificationdegrees.com)  
PA Career Coach - <http://www.pacareercoach.org>  
Elementary career interest tools - [www.careergaame.com](http://www.careergaame.com)  
Former college and career site from Bridges - [www.xap.com](http://www.xap.com)  
Sparks Curriculum K-12 - [www.searchinstitute.org](http://www.searchinstitute.org)  
Bureau of Labor Statistics - [www.bls.gov/k12](http://www.bls.gov/k12)  
Pa. workforce website - [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)  
Occupational Outlook Handbook - [www.bl.gov/ooh](http://www.bl.gov/ooh)  
[www.keystoneedge.com](http://www.keystoneedge.com)  
PHEAA - [www.educationplanner.org](http://www.educationplanner.org)  
[www.collegeboard.com](http://www.collegeboard.com)  
Pa. Bureau of Career and Technical Education for Post-Secondary - [www.gettingthemthere.org](http://www.gettingthemthere.org)  
[www.mymajors.com](http://www.mymajors.com)  
[www.myplan.com](http://www.myplan.com)  
[www.whatcanidowithismajor.com](http://www.whatcanidowithismajor.com)  
PHEAA's home page - [www.pheaa.org](http://www.pheaa.org)  
Free Application for Federal Student Aid - [www.fafsa.gov](http://www.fafsa.gov)  
The SmartStudentTM Guide to Financial Aid - [www.finaid.org](http://www.finaid.org)

Free scholarship search - [www.fastweb.com](http://www.fastweb.com)

General financial aid info - [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov)

U.S. Department of Education's Direct Loan Program - [www.direct.ed.gov](http://www.direct.ed.gov)

Personality testing and interest explorer - <https://www.truity.com/>

Jung and Briggs Meyers Personality Test - <http://www.humanmetrics.com/personality>

Keirsey Personality Assessment - <https://profile.keirsey.com/#/b2c/assessment/start>

## **Individualized Academic/Career Plan**

(All students beginning in 8<sup>th</sup> grade).

Develop five paragraphs describing the Academic/Career Plan Process for each Student; Topics include: Demographics and Logistics of the Process; Interventions and Assessments to be used; Parental Engagement and Faculty Engagement Strategies and Plan/Portfolio Sustainability and Review Process

All students beginning in eighth grade will develop an academic and career plan. They will use the Naviance program. Students will complete the interest surveys and learning style inventories in Naviance. Each student will have an individual saved profile. All students in grades nine through twelve will use the college and career clusters and our district's program of studies aligned with the career pathways to complete scheduling for their course of studies. All students in ninth grade will meet individually with their school counselor to create a four year academic and career plan. Students will use the Naviance program with their counselor to search careers by favorite school subject. In the Eleventh grade individual meetings the students will develop resumes and complete plans for the graduation project.

### 9th Grade

Career Courses  
Computer Applications  
Career Exploration  
SEL

### 10th Grade

Career Courses  
Personal Finance  
Economics\*if entering Career & Technical Education programs - entering Level 1 courses

### 11th Grade

Career Courses  
\* Level 2 Career & Technical Education programs

### 12th Grade

Career Courses  
\* Level 3 Career & Technical Education programs

## **Career and Technical Center Strategy**

Describe your activities/events and

Interventions for increasing awareness for students/parents and educators regarding your local Career and Technical Center. (Include these in your curriculum action Plan and stakeholder strategy charts.)

Pottstown High School has 10 approved CTE programs. The programs are: Cosmetology, Culinary, Engineering Technology, Early Childhood Education, Construction Technology, Automotive Technology, Healthcare Technology, Entrepreneurship, Management Information Systems, and Marketing. These programs are all approved programs of study offered to 10th-12th grade students.

#### Students

In 9th grade the students do program tours between semester II and semester III to expose them to the 10 CTE programs offered at Pottstown High School. Students in 10th through 12th grade can take a career and technical education class as an elective credit. In 10th grade they can take more than 1 CTE program and become a concentrator in 11th or 12th grade.

The CTE programs also support the middle and elementary schools by doing presentations to the students and program tours for 8th grade students. There is an established after school program for middle school students to participate in 5 CTE programs on a 6 week rotation throughout the school year.

The high school has a career summit every year where professionals discuss careers in their industry.

#### Parents/Community

The high school hosts a community event with the local Chamber of Commerce to bring awareness of Pottstown's CTE programs. We also give tours to local businesses to increase community partnership which lead to paid student internships, job shadowing opportunities and support of Pottstown High School.

# Job Descriptions



## POTTSTOWN SCHOOL DISTRICT POSITION GUIDE

DEPARTMENT: School Counselor, Middle School  
Teachers  
LOCATION: Middle School  
GUIDELINES: Bargaining Unit  
REPORTS TO: Building Principal/Director of Student Services  
DATE: October 16, 2018

### SUMMARY OF PURPOSE

To help students overcome problems that impede learning and assist them in making educational and vocational plans that hold promise for their personal fulfillment as mature and responsible individuals.

### ESSENTIAL FUNCTIONS

1. Provide individual and group counseling services.
2. Assist administration in the grouping and placement of students.
3. Provide consultation with individual classroom teachers.
4. Participate as a member of the building team in reviewing presenting problem(s) and possible alternative solutions regarding students with academic and/or social emotional concerns.
5. Assist teachers and administrators in the standardized testing programs and the interpretation of scores.
6. Assist as a member of the multidisciplinary team in the identification of specific learning and social-emotional problems and a determination of a program and placement appropriate to the needs of an exceptional student.
7. Conduct parent conferences when necessary. Assist parents in contacting and working with outside agencies when appropriate.
8. Assist building administrators in the orientation of new teachers.
9. Administer and interpret various individual diagnostic assessments of students at the request of administration.
10. Conduct individual student observations in the classroom setting and submit written reports in support of psychological referrals.
11. Serve on a district student assistance program committee addressing the needs of students at risk.
12. Assist with planning and conduction in-service programs for staff on a variety of topics related to growth and learning.
13. Provide information services: occupational, educational, and related information.
14. Assist students in selecting challenging and appropriate courses with emphasis on prerequisites and request course sequence(s).



15. Assist in evaluation of programs and projects and the planning and organization of the guidance program.
16. Interpret the guidance program to the community.
17. Assist in the maintenance of student records in accordance with school district policy. Assist parents, students, and teachers in interpreting records.
18. Perform other duties and responsibilities which are consistent with the position of secondary guidance counselor, and as directed by the administration.
19. Regular and consistent attendance.
20. Other duties as assigned.

DEPARTMENT/ORGANIZATION


MARGINAL FUNCTIONS

SCOPE AND IMPACT

MINIMUM REQUIREMENTS

SPECIAL SKILLS

PHYSICAL/MENTAL/ENVIRONMENT



The above description covers the most significant essential and marginal functions, but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.



## POTTSTOWN SCHOOL DISTRICT

### POSITION GUIDE

TITLE: School Counselor, High School  
DEPARTMENT: Teachers  
LOCATION: High School  
GUIDELINES: Bargaining Unit  
REPORTS TO: Building Principal/Director of Student Services  
DATE: October 16, 2018

#### SUMMARY OF PURPOSE

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

#### ESSENTIAL FUNCTIONS

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Conduct orientation of ninth grade students including visitation programs, course selection meetings, and small group conferences.
3. Assist in the process of Educational Guidance which includes the following: course selections, identifying students for special programs, counseling with student, parent and teachers where indicated.
4. Assist in the process of vocational guidance which includes the following: collection and dissemination of information on jobs, writing job references, sorting and evaluating written material.
5. Administer standardized tests to students, assist students in evaluation their aptitude and abilities through the interpretation of such tests and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
6. Confer with students on an individual basis in the solution of personal problems related to school, home and family relations, health and emotional adjustments.
7. Cooperate with staff, administration, and community to foster the improved educational and emotional development of the student.
8. Assist in evaluation of programs and projects and the planning and organization of the guidance program.
9. Conduct, when appropriate, group counseling with small groups of pupils having similar needs or problems.
10. Assist students, in the preparation and processing of college applications, college scholarships, and employment opportunities.
  - a. Provide information about admissions and financial aid.
  - b. Obtain and disseminate occupational information to students.
  - c. Assist students obtaining financial aid information.

- d. Prepare recommendations to college for admissions and scholarships where appropriate.
  - e. Provide opportunities for students to meet with representatives from colleges, business and trade schools, military personnel, and various occupational groups.
11. Present educational alternative to students considering dropping out of school.
12. Maintain student records in accordance with school district policy. Assist parents, students, and teachers in interpreting records.
13. Consult with administrators, faculty and parents regarding:
- a. Matters of student discipline.
  - b. General range of services offered by the pupil personnel services.
  - c. Tutoring, homebound, and summer school attendance.
  - d. Special education programs and the learning and socially emotional needs of exceptional students.
  - e. Other district professionals, outside agencies and other appropriate professionals.
14. Interpret the guidance program and the school's objectives to students, parents and community.
15. Attend professional conferences to keep abreast of current guidance and counseling practices.
16. Participate in the referral process by making referrals to community resource agencies, county speech and hearing therapists, and to the Pupil Services' office for psychological evaluations.
17. Collect and disseminate information regarding college scholarships, community scholarships, and awards program.
18. Maintain a file of catalogs, school and college profiles, and institutions offering post-secondary education.
19. Maintain a supply of current application forms and information booklets for college entrance examination board tests and for the American College Testing Program.
20. Oversee the calculation of grade point averages and class rankings and the process of transcripts.
21. Develop the mid-year and final exam schedule for all students.
22. Coordinate career speakers for classroom presentation with the exploring division of the Boy Scouts.
23. Work with the Pupil Services' office and I.U. in developing schedules for Special Education students.
24. Teach students how to use the G.I.S program.
25. Serve on a district student assistance program committee addressing the needs of students-at-risk.
26. Perform other duties and responsibilities which are consistent with the position of secondary guidance counselor and directed by the administration.

27. Regular and consistent attendance.
28. Other duties as assigned.

DEPARTMENT/ORGANIZATION

MARGINAL FUNCTIONS


SCOPE AND IMPACT

MINIMUM REQUIREMENTS

Secondary Guidance Counselor Certificate

SPECIAL SKILLS

PHYSICAL/MENTAL/ENVIRONMENT



The above description covers the most significant essential and marginal functions, but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.