

# Methacton SCHOOL DISTRICT

## Chapter 339 K-12 School Counseling Plan

**1001 Kriebel Mill Road  
Eagleville, Pennsylvania 19403**



**Chapter 339 Plan  
2023**



**Chapter 339 K-12 School Counseling Plan**

**School Counselors and Assignments**

<b>Level</b>	<b>School</b>	<b>Counselor</b>	<b>Students</b>
K-4	Worcester Elementary	Shannon Snyder	418
K-4	Woodland Elementary	Linda Ehmer	459
K-4	Arrowhead Elementary	Kelly Cohen	395
K-4	Eagleville Elementary	Kim Kulp	412
5	Skyview Upper Elementary	Beth VanBuren	387
6	Skyview Upper Elementary	Angela Hiller	387
7	Arcola Intermediate School	Stephanie Berardelli	347
8	Arcola Intermediate School	Mark Mueller	385
9-12	Methacton High School	Cindy Hartson	195
9-12	Methacton High School	Lianne Langan	243
9-12	Methacton High School	Robert Howard	296
9-12	Methacton High School	Roxane Henning	243
9-12	Methacton High School	William Peck	264



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<b>9-12</b>	<b>Methacton High School</b>	Dave Ruminski	291
<b>K-12</b>	<b>Methacton School District</b>	Shab Maffei	
<b>K-12</b>	<b>Methacton School District</b>	Alexis Washington	

**American School Counseling Recommended Ratio 250:1** Methacton is a school district of 4,670 students, comprised of 66% White (Non-Hispanic), 15% Asian, 5% Black (Non-Hispanic), 7% Hispanic. The percentage of economically disadvantaged students is at 18%, and our English language learners are at 4%. In 2022, 90% moved on to post-secondary education, with 78% attending a four-year college or university and 12% selecting two-year schools or technical programs. Additionally, 6% entered the workforce and 1% chose the military. **District Enrollment**

**2022-2023 Enrollment Report: as of 1/1/2023**

Month	AH *	EV *	WD *	WR *	SV *	AC *	HS *	Total *
Jul. 21-22	413	389	405	407	653	767	1559	4593
Aug. 22-23	403	379	399	404	647	719	1512	4463
Sept. 15	427	401	432	420	668	728	1508	4584
Oct.	426	403	433	421	668	725	1507	4583
Nov.	426	403	429	421	668	727	1499	4573
Dec.	426	402	431	422	669	727	1493	4570
Jan.	431	400	430	424	675	728	1496	4584
Feb.								0
Mar.								0
Apr.								0
May								0
June								0
Differential	-5	3	3	-3	-7	-3	11	-1

**Report Legend**

AH = Arrowhead Elementary
EV = Eagleville Elementary
WD = Woodland Elementary
WR = Worcester Elementary
SV = Skyview Upper Elementary
AC = Arcola Intermediate School
HS = High School
Differential = Current Month - Oct 1st Enrollment

\* Data reflects students that are currently enrolled at the Methacton School District.

\* FT NMTCC removed from HS Enrollment counts

\* Outside Placement removed from District Enrollment Counts

**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.



## Chapter 339 K-12 School Counseling Plan

### **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 -**

#### **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, 98% of students will complete academic checklists and career exploration worksheets within their career portfolio. Fifth Grade Students will participate in an annual career day with reflection opportunities included in 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:

By the end of the seventh grade school year, 98% of the students will be able to identify their learning style and develop ways to adjust their study habits to match their newly identified style.

##### Career Domain Goal:

To have students identify careers and career pathways that interest them.



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By the end of the eighth grade school year, 98% of the students will have identified three careers and three clusters/pathways in Naviance and added them to their “favorites” list. Sixth Grade Students will participate in an annual career day with reflection opportunities included in their career portfolio.

### Academic Domain Goal:

By the end of the sixth grade school year, 98% of the students will research a career and create an informative slideshow.

### **9th through 12th Grade**

Personal/Social Domain Goal: By the end of ninth grade 98% of students will have completed the AchieveWorks Personality Assessment within Naviance and will connect personality traits and skills to careers by choosing a minimum of three careers of interest that will be placed in their online portfolio.

### Career Domain Goal:

98% of ninth graders will participate in the Futures Expo in October and will complete a minimum of four artifacts related to their learning and personal career path that will be included in their online portfolio.

### Academic Domain Goal:

90% of students will develop academic and personal goals and log progress toward meeting those goals through Naviance accounts.

## **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



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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
<b>Educate parents about the K-12 Program as outlined in the 339 plan.</b>	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



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	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 20 school year a career newsletter, highlighting career information, programs and opportunities, for families and staff	13.1.1 1.C 13.1.1 1.D 13.1.1 1.G	K-12	<i>Career Spotlight</i> - K-12 Career Counseling Newsletter	Newsletter Analytics to show number of readers and links opened	March  Ongoing

<b>“Big Idea”</b>	<b>Program Goals (SMART Format)</b>	<b>CEW Stand.</b>	<b>Grade Level</b>	<b>Activities /Event Description</b>	<b>Data to Measure Impact</b>	<b>Timeline Beginning &amp; End</b>
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<b>Educate parents about the Career &amp; Technical Center and all post secondary options</b>	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 1, 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	Annually
	All issues of <i>Career Spotlight</i> in can all dates be reviewed/removed? , 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	Ongoing
<b>Include parents on committee that makes decisions about curric., career &amp; counseling programs</b>	During the 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	Ongoing



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**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
<b>Connect outside resources to build career readiness program</b>	Each school year our career readiness program will be reviewed and new key resources will be added or changed as needed 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



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	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.
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<b>“Big Idea”</b>	<b>Program Goals (SMART Format)</b>	<b>CEW Stand.</b>	<b>Grade Level</b>	<b>Activities /Event Description</b>	<b>Data to Measure Impact</b>	<b>Timeline Beginning &amp; End</b>
<b>How will you educate your staff about this plan and program?</b>	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 inservice programs		and ongoing



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<p>At the start of the school year, staff will share their journey and understand why this is important to student career readiness</p>	<p>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.</p>	<p>Student reflections</p>	<p>Sept. Each Other</p>
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**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
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<b>Connect with business/ community partner to build the career development program</b>	By the end of second grade, all students will learn the money concepts of saving, spending, earning and sharing during a classroom lesson	13.3.3.D	2	Classroom lesson on the concepts of saving, spending, earning and sharing.	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.

	Review our mentorship program and make changes as needed to meet changing needs.	13.1.11.D	10-11	Methacton Mentorship Program is currently a 20 hour unpaid work-based experience for students in grades 10 and 11	Student and mentor feedback	October Ongoing
<b>Develop a New career development activity outside building for students</b>	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	May
			7-12	Sponsor bus trip for high school and middle school students to Careers of Tomorrow Expo at Oaks Expo Center	Attendance and post-survey	March



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			7-8	Middle school students will participate in <i>What's So Cool About Manufacturing?</i> Program Will this continue?	Video presentation and feedback	October through March
<b>Choose a panelist or business partner and meet with him/her to help build network</b>	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.is this being done?	Number of business partnerships	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.



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**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 Begin & End
<b>Increase parent and staff awareness of post secondary options</b>	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
<b>Create student awareness of unfamiliar post secondary resources</b>	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.
<b>What could you use at any level to further engage postsecondary stakeholders</b>	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

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



## Chapter 339 K-12 School Counseling Plan

### 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

#### Sample Invitation

DATE

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.



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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 [DATE], [TIME] in the Methacton High School Career Center. 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,

Shab Maffei

Shab Maffei  
K-12 Career Counselor [smaffei@methacton.org](mailto:smaffei@methacton.org)  
610-489-5000 Ext. 26131

**Advisory Council Members**

**K-12 Career Readiness Advisory Council  
Methacton School District**

<b>Name</b>	<b>Title</b>	<b>Stakeholder Group</b>
Dr. Zerbe	Superintendent	Educator



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Dr. Matthew Walsh	Director of Curriculum, Instruction & Assessment	Educator
Dr. Susan Angstadt	Director of Pupil Services	Educator
Liz Drummond	School Board Member	Educator
Dr. Jamie Gravinese	Methacton HS Principal	Educator
Joyce Amici	Worcester Principal	Educator
Shab Maffei	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
Dr. Beth Ann Haas	Assistant Director NMTCC	Educator
TBD	Skyview Student	Student
TBD	High School Student	Student



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TBD	Elementary Parent	Parent
Dr. Kristin Legnola	Skyview/High School Parent Community Chiropractic	Parent
TBD	High School Parent	Parent
Daniel Chominski	MCIU College and Career Readiness, Office of Professional Learning	Educator
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



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**Advisory Council Sample Agenda**

**Methacton Career Advisory Council**

**DATE**

**Agenda**

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



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K-12 Monthly Counseling Calendar and Delivery System

Elementary Monthly Counseling Calendar  
Grades K-4

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



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<p><b>Social/Emotional:</b>          New Student Orientation          New student appointments          Family Welcome Letter</p>	<p><b>Social/Emotional:</b>          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</p>
<u><b>September</b></u>	<u><b>March</b></u>
<p><b>Academic:</b>          Back to School Night</p>	<p><b>Academic:</b></p>
<p><b>Career:</b>          Introduction to Counselor and career lessons</p>	<p><b>Career:</b>          2<sup>nd</sup> grade Mobile Career Fair</p>
<p><b>Social/Emotional:</b>          Whole-School assembly including PBS and “Word of the Year”          Positive Behavior Support          Lessons 1 &amp; 2 Workout Your Worries Family Evening Program</p>	<p><b>Social/Emotional:</b>          First grade lessons: Expressing Feelings and Conflict Resolution</p>
<u><b>October</b></u>	<u><b>April</b></u>
<p><b>Academic:</b>          Homework Without Headaches family workshop</p>	<p><b>Academic:</b>          State Testing Supports</p>
<p><b>Career:</b></p>	<p><b>Career:</b></p>



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<b>Social/Emotional:</b> Second grade lessons Diversity & Self-Control; K-4 PBS, Gossip	<b>Social/Emotional:</b> Kinder lessons: Personal Safety and Social Skills Third grade lesson: Personal Safety
<b><u>November</u></b>	<b><u>May</u></b>
<b>Academic:</b> Parent/Teacher Conferences	<b>Academic:</b>

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



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**Ongoing Monthly Counseling Activities**

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

<b>Counselor Related</b>	<b>Non Counselor Related</b>
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	



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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	



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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**

<b>Guidance Curriculum</b>	<b>Prevention, Intervention and Responsive Services</b>	<b>Individual Student Planning</b>	<b>System Support</b>
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.



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<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 groups and/or individuals.</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>
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<p><b>Academic</b></p>	<p><b>Academic</b></p> <p>Homework Without Headaches family workshop</p>	<p><b>Academic</b></p> <p>Parent/teacher conferences</p>	<p><b>Counselor Related</b></p> <p>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 program (SAP) Circulate ERs and 504s Faculty meetings Counseling department</p>
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**Chapter 339 K-12 School Counseling Plan**

			meetings Inservice/profession al 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
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**Chapter 339 K-12 School Counseling Plan**

<p><b>Career</b> Introduction to counselor and career 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>	<p><b>Career</b> National School Counselor Week Proud to Be Me Week</p>	<p><b>Career</b></p>	<p><b>Non-Counselor Related</b> Student arrival/departure duties Coordinate and participate in 504 meetings Covering classes WATCH D.O.G.S. Dad coordination Support schoolwide assemblies Attend Home and School meetings as school representative</p>
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**Chapter 339 K-12 School Counseling Plan**

<p><b>Personal/Social</b>          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 &amp;          2 Second grade          lessons Diversity &amp;          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><b>Personal/Social</b>          New student          appointments          First day of school          assembly learning          school rules          Workout Your          Worries family          evening program</p>	<p><b>Personal/Social</b>          Kindergarten          readiness parent          presentation</p>	
<p><b>Percentage of</b>   <b>Time 30%</b></p>	<p><b>Percentage of</b>   <b>Time 40%</b></p>	<p><b>Percentage of</b>   <b>Time 15%</b></p>	<p><b>Percentage of</b>   <b>Time 15%</b></p>



Chapter 339 K-12 School Counseling Plan

**Monthly Counseling Calendar Grade 5**  
**to 8**

July	January
Academic: Work with assistant principal on scheduling Skyview planning MIAC	Academic: Report cards 8 <sup>th</sup> Grade scheduling lesson in science classes 8 <sup>th</sup> 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 <sup>th</sup> Grade BLAST
August	February
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 Enter summer school and new student grades into Power School.	Academic: 8 <sup>th</sup> Grade high school elective presentation 8 <sup>th</sup> Grade parent night at the high school 8 <sup>th</sup> Grade online scheduling in social studies classes Parent conferences Failure notices mailed to parents
Career:	Career: North Montco open house Plan for March Madness college and career awareness week



**Chapter 339 K-12 School Counseling Plan**

<p>Personal/Social:  <b>7<sup>th</sup> Grade student orientation</b>  <b>Skyview open house/scavenger hunt</b>          Meet with parents/students regarding transitions, give tours          Meet with teachers about incoming students</p>	<p>Personal/Social:  <b>Proud to Me Week</b></p>
<p><b>September</b></p>	<p><b>March</b></p>
<p>Academic:           Continue meeting new students for course selection and building tours.</p>	<p>Academic:          Letters to outside award contributors for the Awards Assembly</p>
<p>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</p>	<p>Prepare PSSA testing booklets</p>
<p>Career:  <b>Naviance lesson for 8<sup>th</sup> Grade – Career</b>  <b>Key NMTCC counseling meetings begin</b>  <b>Begin planning for STEAM Day</b></p>	<p>Career:  <b>March Madness college and career awareness week</b>  <b>College financial planning night for parents Skyview career lessons (career exploration booklet)</b></p>
<p>Personal/Social:  <b>New student social</b>  <b>Launch Arcola Connection, Organized Chaos, 6<sup>th</sup> Grade BLAST clubs</b>          Begin SAP team meetings  <b>Introduction to the Counselor lesson for 5<sup>th</sup> Grade</b>  <b>Counselor refresher lesson for 6<sup>th</sup> Grade Classroom lunch groups begins</b>  <b>New student groups</b></p>	<p>Personal/Social:</p>



**Chapter 339 K-12 School Counseling Plan**

October	April
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 <sup>th</sup> Grade – Learning Styles Inventory	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
November	May
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 <sup>th</sup> Graders Transition tours for rising 7 <sup>th</sup> Graders Induction ceremony for National Junior Honor Society
Career: Financial literacy lesson	Career: STEAM Day at Arcola



**Chapter 339 K-12 School Counseling Plan**

Personal/Social:	Personal/Social:
<b>December</b>	<b>June</b>
<p>Academic:  <b>Begin planning for 8<sup>th</sup> Grade transition/scheduling</b></p>	<p>Academic:            Letters to parents with tickets for Awards Assembly            Finalize report cards            Send scheduling cards, academic records, 504 Plans to the high school  <b>Send failure letters with summer school information</b>            Assemble list of “M” Award student File rising 7<sup>th</sup> Grade student academic records  <b>Follow up with summer school student registration</b></p>
Career:	Career:
<p>Personal/Social:  <b>Deliver goal setting lessons</b>  <b>Community service event</b></p>	<p>Personal/Social:  <b>Meet with high school counselors to transition students</b>  <b>Meet with Skyview counselor to transition students</b>            Chaperone 8<sup>th</sup> Grade Social</p>

**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
<p>Personal/Social: Host weekly Lunch Bunch sessions</p>	<p>Moderate a club (25 hours per year)</p>



**Chapter 339 K-12 School Counseling Plan**

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	



**Chapter 339 K-12 School Counseling Plan**

Academic: Host organization sessions	
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**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY  
SYSTEM Grades 5-8**

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents 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 groups and/or individuals.</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>



**Chapter 339 K-12 School Counseling Plan**

<b>Academic</b>	<b>Academic</b>	<b>Academic</b>	<b>Counselor Related</b>
<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>Set up team meeting schedules Send failure notices and summer school information            Summer school registration            Attend team meetings</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>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            Outreach for Snack Backpack program            Attend IEP meetings</p>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Career</b></p> <p>College financial planning night for parents Naviance lesson for 8th Grade Planning for STEAM Day</p>	<p><b>Career</b></p>	<p><b>Career</b></p>	<p><b>Non-Counselor Related Work</b> 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>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Personal/Social</b> 7th Grade student orientation Skyview Open House/scavenger hunt New student social Launch Arcola Connection, Organized Chaos, &amp; 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><b>Personal/Social</b> Meet with parents/students regarding transitions, give tours Meet with teachers about incoming students SAP team meetings Meet with individual students</p>	<p><b>Personal/Social</b></p>	
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**Chapter 339 K-12 School Counseling Plan**

<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</p>			
<p><b>Percentage of Time 25%</b></p>	<p><b>Percentage of Time 40%</b></p>	<p><b>Percentage of Time 20%</b></p>	<p><b>Percentage of Time 15%</b></p>



Chapter 339 K-12 School Counseling Plan

**High School Monthly Counseling Calendar**  
**Grades 9-12**

<u>July</u>	<u>January</u>
<p><b>Academic:</b>            Professional development/college visits scheduling            Dual enrollment –contact w/Montco Senior credit check            504 update meetings            New student registration            Communications with summer school coordinator</p> <p>Work on schedule conflicts prior to them going live to the families.</p>	<p><b>Academic:</b>            Schedule changes 2<sup>nd</sup> semester            Post Secondary Planning Night (may not run due to low participation in the past)            8<sup>th</sup> grade parent night This is done after school hours/afternoon now.            AP/Dual Enrollment night            Parochial School Orientation Orientate eighth graders regarding the course selection process.</p>
<p><b>Career:</b>            Professional Development/College Visits/MIACs</p>	<p><b>Career:</b>            NMTCC recruiting</p>
<p><b>Personal/Social:</b></p>	<p><b>Personal/Social:</b>            Meeting one to one with students as needed.            SAP liaison counselor            CST Meetings            Weekly meetings with Mental Health Counselors            504 meetings            GIEP meeting</p>
<u>August</u>	<u>February</u>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Academic:</b>  Scheduling  504 distributions  New Student Orientation  New student registration and scheduling  Summer School grades  Math Placement and Accel.(math dept.)Testing  Check dual enrollment schedules  Meet with seniors as needed to discuss post-secondary options.</p>	<p><b>Academic:</b>  Scheduling  One-on-one scheduling meetings with students  MHS counselors go to Arcola to assist with the eighth grade course selections.</p>
<p><b>Career:</b>  Meet with students and families about post-secondary planning</p>	<p><b>Career:</b></p>
<p><b>Personal/Social: New</b>  Student orientation</p>	<p><b>Personal/Social:</b>  Meeting one to one with students as needed  SAP liaison counselor  CST Meetings  Weekly meetings with Mental Health Counselors  504 meetings  GIEP meeting</p>
<p><b><u>September</u></b></p>	<p><b><u>March</u></b></p>
<p><b>Academic:</b>  National Merit Scholarship applications  Dual enrollment visit each class and communication with Montco  Scheduling  Back to School Nights  Unofficial transcript distribution  PSAT Overview and Keystone Pathways</p>	<p><b>Academic:</b>  Scheduling  One-on-one meetings with students  Summer school preparation</p>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Career:</b>          Senior planning meetings          Post secondary classroom presentations          re: college/career/military          College Rep Visits          ACT/SAT workshops          Recommendation letters          Scholarships and nominations          Students complete career journey task</p>	<p><b>Career:</b></p>
<p><b>Personal/Social:</b>          Meeting one to one with students as needed          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>	<p><b>Personal/Social:</b>          Meeting one to one with students as needed.          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>
<p><u><b>October</b></u></p>	<p><u><b>April</b></u></p>
<p><b>Academic:</b>          Review student grades interims          Meeting with students about grade concerns.          504 Meetings/revisions          PSAT for tenth and eleventh graders</p>	<p><b>Academic:</b>          Summer School registration</p>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Career:</b>          Financial Night          FAFSA Completion Night          PSAT Testing          PSAT Career Day for Freshman PSAT          day programming for          Letters of recommendation          College rep visits          Senior planning meetings          Scholarships and nominations</p>	<p><b>Career:</b>          ASVAB          Students complete strength explorer          assessment and Junior Achievement          career fair</p>
<p><b>Personal/Social:</b>          Meeting one to one with students as          needed          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health          Counselors          504 meetings          GIEP meeting</p>	<p><b>Personal/Social:</b>          Meeting one to one with students as          needed.          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health          Counselors          504 meetings          GIEP meeting</p>
<p><u>November</u></p>	<p><u>May</u></p>
<p><b>Academic:</b>          Dual Enrollment second semester          enrollments          First MP failure calls, emails etc          Review of Program Planning          Guide Parochial/Private School          Orientation - this may occur          January</p>	<p><b>Academic:</b>          AP proctoring          Keystone proctoring          Awards Night (academic recognition)</p>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Career:</b>          College rep visits          Senior planning meetings Rotary lunches          Letters of recommendation          10<sup>th</sup> grade Achieve Works Personality Inventory.</p>	<p><b>Career:</b></p>
<p><b>Personal/Social:</b>          Meet with Freshmen          Meeting one to one with students as needed          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>	<p><b>Personal/Social:</b>          Meeting one to one with students as needed          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>

<u>December</u>	<u>June</u>
<p><b>Academic:</b>          Keystone proctoring          Dual enrollment          PSAT results review with tenth and eleventh grader in science classes.</p>	<p><b>Academic:</b>          Checking grades          Checking credits          Working on last name pronunciation for graduation and awards etc...</p>
<p><b>Career:</b>          PSAT overview of the results, and presentation of the College Board’s Big Future site.</p>	<p><b>Career:</b></p>



**Chapter 339 K-12 School Counseling Plan**

<p><b>Personal/Social:</b>  <a href="#">Meet with Freshmen</a>          Meeting one to one with students as needed.          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>	<p><b>Personal/Social:</b>          Meeting one to one with students as needed.          SAP liaison counselor          CST Meetings          Weekly meetings with Mental Health Counselors          504 meetings          GIEP meeting</p>
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**High School Ongoing Monthly Counseling Activities**

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

<b>Counselor Related</b>	<b>Non Counselor Related</b>
<a href="#">Responding to parent emails and phone calls</a>	<a href="#">LEA for gifted</a>
<a href="#">Contact with outside agencies</a>	<a href="#">Coverages</a>
<a href="#">IEP meetings</a>	<a href="#">Working on last name pronunciation for awards and Graduation PowerSchool Meetings</a>
<a href="#">504 Meetings w/Families</a>	<a href="#">Proctoring AP, Keystones, PSAT</a>
<a href="#">Coordinating with Admin and Teachers</a>	<a href="#">Community Service Management</a>
<a href="#">Responding to Emergencies</a>	<a href="#">Dual Enrollment Coordination</a>
<a href="#">SAP</a>	<a href="#">Awards Night Organization</a>



**Chapter 339 K-12 School Counseling Plan**

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	Scheduling
Summer programs	
Sitting in on college reps	
Classroom presentations	
Responding to parent emails and phone calls	

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM  
High School**

<p><b>Guidance Curriculum</b></p> <p>Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.</p>	<p><b>Prevention, Intervention and Responsive Services</b></p> <p>Addresses school and student needs.</p>	<p><b>Individual Student Planning</b></p> <p>Assists students and parents 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>
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**Chapter 339 K-12 School Counseling Plan**

<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 groups and/or individuals.</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 Professional Development/College Visits</b></p> <p>Review of Program Planning Guide</p> <p>8<sup>th</sup> grade parent night</p>	<p><b>Academic</b></p> <p>Review student credits</p> <p>504 Distribution</p> <p>Dual Enrollment visit</p> <p>Review Student Grades</p> <p>First MP failure contact</p> <p>Summer School Preparation &amp; Registration</p>	<p><b>Academic Scheduling</b></p> <p>New Student Registration New Student Registration and Scheduling</p> <p>Check Dual Enrollment Schedules</p> <p>New Student Orientation National Merit Scholarship Applications Unofficial Transcript Distribution</p> <p>Parochial/Private School Orientation</p> <p>One-on-one scheduling meetings with students</p>	<p><b>Counselor Related</b></p> <p>Scheduling Dual Enrollment –contact w/Montco, second semester enrollments</p> <p>Professional Development/College Visits</p> <p>New Student Orientation</p> <p>Summer School Grades</p> <p>Back to School Nights College Rep Visits ACT/SAT Workshops</p> <p>Financial Night</p> <p>8<sup>th</sup> grade parent Night Responding to parent emails and phone calls</p>

# Methacton SCHOOL DISTRICT

## Chapter 339 K-12 School Counseling Plan

			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
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**Chapter 339 K-12 School Counseling Plan**

<p><b>Career</b> Post Secondary classroom presentations re: college/career/military PSAT Testing &amp; Distribution Futures Expo 10<sup>th</sup> grade Do What You Are/Naviance</p>	<p><b>Career</b> Recommendation letters Scholarships and Nominations</p>	<p><b>Career</b> Meet with students and families about post-secondary planning Senior Planning Meetings ASVAB</p>	<p><b>Non-Counselor Related</b> 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</p>
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**Chapter 339 K-12 School Counseling Plan**

			<p>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</p>
<b>Personal/Social</b>	<b>Personal/Social</b>	<b>Personal/Social</b> New Student Orientation Meet with Freshmen	
<b>Percentage of Time 15%</b>	<b>Percentage of Time 15%</b>	<b>Percentage of Time 45%</b>	<b>Percentage of Time 25%</b>



**Chapter 339 K-12 School Counseling Plan**

**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, BSMS 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



**Chapter 339 K-12 School Counseling Plan**

Conflict resolution - learn and practice 5 strategies	CEW 13.2.3A CEW 13.3.3B ASCA M1, BSMS 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
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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
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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
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**Chapter 339 K-12 School Counseling Plan**

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 H 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

<b>Grade 1 Curriculum Action Plan</b>							
<b>Lesson Content/ Program Content</b>	<b>ASCA Mindsets &amp; Behaviors and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
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



**Chapter 339 K-12 School Counseling Plan**

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" song poster, parent letter, Find A Friend worksheet	Nov.	350	Discussion Question / Answer Practice Worksheet	Student Parent Educator	K-4 School Counselor



**Chapter 339 K-12 School Counseling Plan**

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 Student s Affected	Location	Evaluation and Assessment	Stakeholder	Contact Person



**Chapter 339 K-12 School Counseling Plan**

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	By End of Oct.	400	Classroom	Discussion, Question/Answer, Worksheet	Student Parent Educator	K-4 School Counselor
Friendship	ASCA MS1,2 BS2 - SS2 CEW 13.2.3 A	When Dinosaurs Go to School book- Owen and Maze, 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



**Chapter 339 K-12 School Counseling Plan**

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
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



**Chapter 339 K-12 School Counseling Plan**

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 13.4.3 B	Counselor referral slips, career worksheet	By End of Sept.	400	Classroom	Discussion, Question/ Answer Worksheet	Student Parent Educator	K-4 School Counselors
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



**Chapter 339 K-12 School Counseling Plan**

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 Montgomery County Educators
Career Day			By End of May		School	Discussion Question/ Answer Worksheet	Student Parent Educator Business/ Community	K-4 School Counselors

**Grade 4 Curriculum Action Plan**



**Chapter 339 K-12 School Counseling 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 Comotion 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



**Chapter 339 K-12 School Counseling Plan**

Career Day	CEW 13.1.5 BCEF 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
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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



**Chapter 339 K-12 School Counseling Plan**

Positive Peer Relationships	B-SS 1, B-SS 2, B-SS 3, B-SS 5, B-SS 9, M 3	Worksheet	Jan	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**

<b>Lesson Content/ Program Content</b>	<b>ASCA Mindsets &amp; Behaviors and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholder</b>	<b>Contact Person</b>
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



**Chapter 339 K-12 School Counseling Plan**

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	Jan	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	Students/ 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



**Chapter 339 K-12 School Counseling Plan**

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	Admin or 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



**Chapter 339 K-12 School Counseling Plan**

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	Postsecondary 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**



**Chapter 339 K-12 School Counseling 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	Oct	372	MHS	Reflective Survey	Students	Counseling Dept.
Achieve Works Personality Inventory	13.1.11.A, B	Naviance software	Fall	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 1st meet/ getting to know	13.1.11.H		Fall	372	Counseling Office	9th grade Career Plan	Students	Counseling Dept.



**Chapter 339 K-12 School Counseling Plan**

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
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**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.	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	Dec/Jan	358	Science Classes	Individual score reports / pre and post survey reflection	Students	Counseling Dept.
Career Interest Profiler - Naviance	CEW 13.1.11 A,B	Naviance	Fall	358	Classroom	Review of profile, self reflection survey	Students	Counseling Dept.



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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 – 10 <sup>th</sup> gr. 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.	Within the first month 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



**Chapter 339 K-12 School Counseling Plan**

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	Dec/Jan	401	Science 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.

<b>Grade 12 Curriculum Action Plan</b>								
<b>Lesson Content/ Program Content</b>	<b>ASCA Mindsets &amp; Behaviors and/or CEW Domain</b>	<b>Curriculum and Materials</b>	<b>Start and End Dates</b>	<b>Number of Students Affected</b>	<b>Location</b>	<b>Evaluation and Assessment</b>	<b>Stakeholders</b>	<b>Contact Person</b>
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



**Chapter 339 K-12 School Counseling Plan**

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.	Within the first month of school.	421	All classrooms	Reflection Survey	Educators and Students	Science
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**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



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<p>Umbrella Organizations</p>	<p>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</p>
<p>Community/State Agencies</p>	<p>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</p>
<p>Individual Contacts (Networking)</p>	<p>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 &amp; Wellness          Institute          Mary Conley, Human Resources          Roberta Greenberg, Human Resources</p>



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<p>Community and Business (Meetings//Partnerships)</p>	<p>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</p>
<p>Internet Based Links</p>	<p><a href="http://www.onetonline.org">www.onetonline.org</a> <a href="http://www.pacareerzone.org">www.pacareerzone.org</a> <a href="http://www.educationplanner.org">www.educationplanner.org</a> <a href="http://www.pheaa.org">www.pheaa.org</a> <a href="http://www.collegeboard.org">www.collegeboard.org</a> <a href="http://www.act.org">www.act.org</a> <a href="http://www.official-asvab.com">www.official-asvab.com</a> <a href="http://www.mynextmove.org">www.mynextmove.org</a> <a href="http://www.careeronestop.org">www.careeronestop.org</a> <a href="http://www.myfuture.com">www.myfuture.com</a> <a href="http://www.education.pa.gov/K-12/PACareerStandards">www.education.pa.gov/K-12/PACareerStandards</a></p>
<p>Media/Advertising</p>	<p>Norristown Times Herald Methacton Twitter, and Facebook Career Spotlight Family Newsletter Career Center Twitter and Instagram Google Classrooms</p>



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Publications/Documents	<a href="#">Career Education and Work Standards</a> <a href="#">ASCA Mindsets &amp; Behaviors</a> <a href="#">ASCA Career Conversation Starters</a> <a href="#">Ethical Standards for School Counselors</a> 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
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**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"> <li>● Introduction to Naviance</li> <li>● Goal setting lesson with a smart goal added to Naviance</li> <li>● Lesson on employability skills</li> <li>● Resume - first electronic resume completed in Naviance</li> <li>● Career Day participation and reflection</li> <li>● Career research and informative slideshow on a chosen career</li> </ul>
Grade 7	<ul style="list-style-type: none"> <li>● Strengths Explorer assessment with pre-post survey</li> <li>● STEAM Day participation and reflection</li> </ul>



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Grade 8	<ul style="list-style-type: none"> <li>● Career Key assessment</li> <li>● Getting a Job lesson</li> <li>● STEAM Day participation and reflection</li> <li>● Job Shadow and presentation uploaded to Naviance</li> <li>● Game Creation and fundraising presentation</li> <li>● Child Development lab reflection</li> </ul>
Grade 9	<ul style="list-style-type: none"> <li>● Reflection on teachers' career journeys</li> <li>● Futures Expo (post-secondary options, financial literacy and entrepreneurship) an reflection on experience</li> <li>● Achieve Works Personality Profile</li> </ul>
Grade 10	<ul style="list-style-type: none"> <li>● Reflection on teachers' career journeys</li> <li>● Career Interest Profiler</li> <li>● PSAT results and introduction to College Board ● Resume writing</li> </ul>
Grade 11	<ul style="list-style-type: none"> <li>● Reflection on teachers' career journeys</li> <li>● Post-High School Planning lesson and goal setting</li> <li>● Resume- "Work Ready"</li> <li>● Career and College individual meeting with counselor</li> <li>● Career Interest Profiler</li> <li>● Strengths Explorer</li> </ul>
Grade 12	<ul style="list-style-type: none"> <li>● Reflection on teachers' career journeys</li> <li>● Work-Based Learning</li> </ul>

**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



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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



## Chapter 339 K-12 School Counseling Plan

- 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.

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.

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**

March 2021-Present



**Chapter 339 K-12 School Counseling Plan**

Daily Bread Food Pantry

Give out food to pantry participants or help participants carry their food to their cars 3

Hours/Week

Total Hours: 6



### **Chapter 339 K-12 School Counseling Plan**

Apr 2018 – Present Volunteer  
Manna on Main Street Help  
serve food.  
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.  
5 Hours/Week  
Total Hours: 5

#### **Extracurricular Activities**

Sep 2017 – Present  
Student Council  
10 Hours/Week  
Total Hours: 360

March 2016 – Present  
Student Ambassador  
Advertising for Save a Life (a community service club).  
Secretary then Co-President of Key Club (an internationally recognized community service club).



**Chapter 339 K-12 School Counseling Plan**

**Career and Technical Center Strategies**

**Student Awareness:**

<b>Grade</b>	<b>Intervention/ Program/Event s</b>	<b>Stakehold er Delivering</b>	<b>Data Used Success Indicator</b>	<b>Begin &amp; End</b>	<b>Contact Person</b>
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	NMTTC 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



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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,

**Parent Awareness:**

<b>Intervention/ Program Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>
NMTCC Open House	February	NMTCC Staff	Attendance	Counselors
Career Counselor Newsletter highlighting NMTCC lab	Monthly	Counselor	Newsletter Analytics	K-12 Career Counselor



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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:**

<b>Intervention/ Program Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>
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



**Chapter 339 K-12 School Counseling Plan**

**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



## Chapter 339 K-12 School Counseling Plan

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.



### **Chapter 339 K-12 School Counseling Plan**

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.



## Chapter 339 K-12 School Counseling Plan

**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.



### **Chapter 339 K-12 School Counseling Plan**

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 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:**



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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

### **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. Board Approved: 4-25-17
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



### **Chapter 339 K-12 School Counseling Plan**

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.



## Chapter 339 K-12 School Counseling Plan

<b>JOB TITLE:</b>	K-12 DEI and Climate Counselor
<b>REPORTS TO:</b>	Director of Pupil Services and Title IX Coordinator
<b>CLASSIFICATION:</b>	MEA
<b>STATUS:</b>	Full-time

**EVALUATION:** Performance will be evaluated in accordance with the provisions outlined in the MEA collective bargaining agreement.

### POSITION SUMMARY:

Under the direction of the Director of Pupil Services and Title IX Coordinator, the K-12 DEI and Climate Counselor will support the Methacton School District vision and mission and the education of the whole child. The K-12 DEI and Climate Counselor will work with Principals, Teachers, Support Staff, Student Groups/Activities Sponsors, District Safety Committee, and Community Groups, to support the district in ensuring an exceptional Methacton School District experience for all. They will be the primary nonevaluative, non-supervisory, initial point of contact for the district, for matters of school climate and support for diverse, equitable, and inclusive practices.

**QUALIFICATIONS:**

1. Appropriate PA Instructional I Certification School Counseling
2. Current Act 34, 151 and FBI Fingerprint clearances
3. Special Education Experience in a School Setting preferred
4. Must complete DEI certification from a nationally accredited institution prior to beginning 3<sup>rd</sup> year of employment

### ESSENTIAL JOB FUNCTIONS:

- Act as the initial point of contact for all persons, students, staff, and community for matters of school climate, diverse, equitable, and inclusive practices.
- Assist school leadership in planning, implementation, monitoring, and maintenance of school-wide interventions aligned to the structures and systems in place to promote a positive school climate and diverse, equitable, and inclusive practices.
- Collaborate with school leadership and staff to maintain school wide expectations, systems, and structures for promoting a positive climate and diverse, equitable, and inclusive practices within the school building.
- Assist with the development of intervention plans consistent with curriculum, student needs, strengths, social and cognitive functioning, and climate experiences.



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- Foster a safe and supportive academic and social environment that supports student growth and achievement and promotes diversity, equity and inclusion.
- Provide support and recommendations to school counselors and building Principals regarding student restorative/learning experiences resulting from discipline.



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- Hold one-on-one and small-group conferences with students involved in diverse, equitable, and inclusive practices conflict/challenges.
- Provide parent and staff learning opportunities.
- Serve on the district safety committee and advise the committee on matters of climate and SEL as required under Act 44.
- Provide notice to the school community on process of reporting incidents.
- Ensure students and families have access to information about their rights and responsibilities.
- Consult with stakeholders to facilitate the understanding of factors that pertain to students and staff with respect to school climate and diverse, equitable, and inclusive practices.
- Consult and collaborate with school district personnel, parents and community resources in areas that impact student learning (e.g. mental health, behavior management, school safety, diversity, crisis management, child abuse and neglect).
- Assist students/families/staff in accessing community resources, agencies, and organizations for support.
- Assist staff with connecting to community agencies and organizations to support our mission.
- Work with individuals, groups, and organizations to develop programs and systems that promote student welfare and achievement, positive school climate, and supports diverse, equitable, and inclusive practices.
- Ensure that all inquiries or allegations are appropriately documented, communicated, and monitored.
- Advise central administration on matters of school climate, diverse, equitable, and inclusive practices.
- Monitor progress on matters of school climate, diverse, equitable, and inclusive practices associated with the district strategic plan and building initiatives.
- Coordinate building level advisors.
- Work with the Director of Curriculum, Instruction and Assessment to support, develop, implement, monitor and revise curriculum, resources, and instructional strategies within the cycle of curriculum revision framework.
- Develop, deliver, and assess training programs that provide opportunities for professional and support staff in all areas related to positive school climate and diverse, equitable, and inclusive practices.
- Serve as an advocate for victims during Title IX investigation.
- Work with the Director of Pupil Services on program development, implementation and monitoring for the English Language Development (ELD) program operated in the district.

- Provide recommendations and support to the district curriculum office on professional development needs and programs for district teachers, staff and administrators.

Updated February 2023