

# Chapter 339 Plan

An Overview of Methacton School District's  
Comprehensive K-12 Counseling Program



# What is the Chapter 339 Plan?

- A written plan on file, approved by the board of school directors, for the development and implementation of a comprehensive, sequential program of counseling services for all students in grades kindergarten through 12th grade.
- The 339 Plan addresses three counseling domains: Academic, Career and Personal/Social.
- It is a working document that provides the framework for ensuring our students experience success in school while preparing them to lead fulfilling, post graduate lives as responsible members of society.
- The 339 Plan is aligned to the PA Career Education and Work Standards.
- The 339 Plan must include procedures to provide for guidance services to CTCs.
- The 339 Plan is reviewed annually and goals are updated.

# Components of the Chapter 339 Plan

- Mission Statement
- Role of the Counselor
- Program Goals
- Stakeholder Action Plans
- Monthly Calendar of Activities
- System Delivery
- Curriculum Action Plan
- Career & Post-Secondary Resources
- Advisory Council
- Academic/Career Plan & Portfolio
- Career & Technical Center Strategies
- Job Descriptions of Counselors

# Mission Statement & Role of the Counselor

*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.*

- School Counselors serve as leaders, advocates, collaborators and agents of systemic change.
- School counselors are critical to successful efforts to close the achievement gap.
- School counselors, by virtue of their training and skills, are poised to play key roles in addressing the educational challenges facing Pennsylvania schools.

# Counseling Program Goals

- Program goals for each grade range (elementary, middle and high school) were developed for all three domains - Academic, Career, Personal/Social, and are connected to the department mission.
- The program goals will be monitored for completion throughout the year.
- The program goals will be updated on an annual basis as part of the 339 Plan requirements.

# Stakeholders Action Plans

- Parents
  - Educate parents about the 339 Plan, the K-12 counseling program, the Career & Technical Center, and all post-secondary options
  - Include parents on committees that make decisions about curriculum, career and counseling programs
- Educators
  - Educate staff about the 339 Plan and the K-12 counseling program
  - Connect outside resources to build the career readiness program
- Business/Community
  - Connect with business/community stakeholders to build the college and career readiness program
  - Develop new career activities outside the district for students
  - Meet with business partners to build network
- Post-Secondary
  - Increase parent and staff awareness of post-secondary options
  - Create student awareness of unfamiliar post-secondary resources

# Advisory Council

- Serves in a leadership role to support the mission and goals of the school counseling program.
- Consists of required stakeholders who reflect the diversity of the school/community and have a vested interest in the school counseling program.
- Acts as a link between the school counseling program and the various groups to be served.
- Contributes ideas and shares feedback regarding the needs of the various stakeholder groups.
- Meets to discuss the development and sustainability of the 339 plan, two times per year in accordance with 339 requirements.

# Academic/Career Plan & Portfolio

- Included in the career portfolio is personal information, career assessment results, resume, goal planning, career planning, and college planning.
- Portfolio documents for students in grades K-5 will be scanned and uploaded in a grade level Google Classroom.
- Beginning in 6<sup>th</sup> grade, the career portfolio and career plan will be electronic.
- Students have access to their electronic portfolio through Naviance.
- Students will review and update their portfolio each year during career lessons and individual counselor meetings.

# Career & Technical Center Strategies

Efforts to increase awareness of the Career and Technical Center include:

- North Montco students deliver career presentations to 4<sup>th</sup> grade students.
- Career Day and Steam Day presentations in 5<sup>th</sup> through 8<sup>th</sup> grades, are led by North Montco students.
- North Montco counselors participate in Arcola's "College & Career Readiness Week".
- Eighth grade information session and tour are held each year.
- Information session and tour are offered to high school students each year.



# Benefits of K-12 Counseling Program

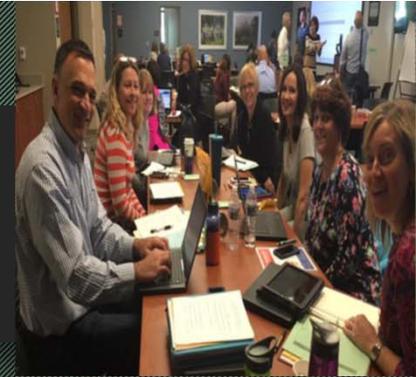
- Provides support to students and families by advocating for academic, personal/social, and career development.
- Delivers developmentally appropriate guidance core curriculum in a systematic way to all students in grades K-12.
- Provides prevention, intervention and responsive services.
- Introduces the objectives adopted in the Pennsylvania Career Education and Work Standards to each student in a planned sequence.
- Ensures academic and career planning for all students and documentation of supporting evidence.

# Greater Emphasis on Career Development

- The 339 Plan places greater emphasis on the career domain area.
- Strategic Plan Focus Area 1, Objective 8:  
*Utilize the district's 339 Plan as a basis to determine appropriate activities and resources related to college and career planning that will best support the social, emotional, and developmental needs of our students by end of 3rd quarter 2020.*
- *Future Ready PA Index* emphasizes the importance of career awareness, exploration and preparation activities.
- Requires the collection of supporting documentation of student evidence on an annual basis.
- In an effort to coordinate and meet the requirements and objectives, the K-12 Counseling position was established.
- This position has been instrumental in enhancing the district's focus on the career counseling domain in all of our schools & within the community.

# K-12 Career Counselor

- Collaborating with administration and professional staff to further develop opportunities for students in K-12
- Networking and forming partnerships with businesses, community and non-profit organizations
- Connecting with post-secondary colleges, technical schools and training programs
- Serving on the board of the Community Youth Foundation
- Participating in Committee Meetings (College & Career Leadership Council and the Montco Youth Committee)
- Expanding the use of Naviance, grades 6 through 12
- Piloting a career mentorship program
- Ensuring compliance with Future Ready PA Index requirements through the collection of evidence.
- Promoting Awareness of Career Education and Work Standards for curriculum alignment
- Increasing focus on entrepreneurship
- Monitoring and review of 339 Plan
- Communicating with parents via the *Career Spotlight*



# Accomplishments

## New Activities Introduced

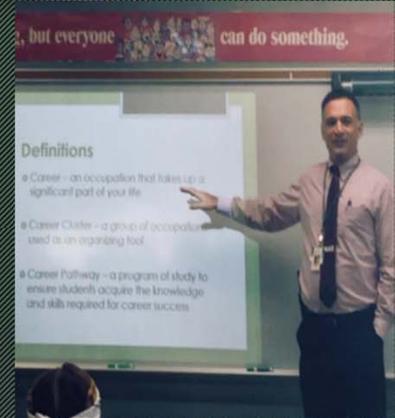
- 3<sup>rd</sup> grade Entrepreneurship Lesson
- Skyview Career Café
- *What's so Cool About Manufacturing?* at Arcola
- 9<sup>th</sup> grade Futures Expo
- High School Mock Interviews
- Industry tours and speakers
- Technical school speakers
- Mentorship Pilot Program
- Mini-Job Fairs

## New Field Trips

- Montgomery County Community College
- Micro-Credential Day for Students, MCCC
- Business Technology for Girls (BT4G) at Pfizer (HS and Skyview)
- Women in Computer Science (WICS)
- Manufest, a manufacturing and trades expo
- Automotive Training Center tour

## Ongoing Activities

- Junior Achievement
- PA Free Enterprise Week
- ACE Mentor Program



# Future Focus

- Continue growing college and career opportunities for all students.
- Expand professional staff participation in *Educator in the Workplace* opportunities so teachers can bridge workplace knowledge with the classroom.
- Continue collaboration with teachers to make explicit connections between career standards and the classroom.
- Increase communication with parents through information sessions and Home & School meetings at all levels.
- Grow the Mentorship Program to encourage more participation in work-based learning for students.
- Include opportunities for workshops and mock interviews for students to understand the importance of and develop employability skills.
- Create and make available a resource list for the 8<sup>th</sup> grade job shadow project.

