

WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee
February 13, 2023
6:30 p.m.
Spellman Education Center

AGENDA

•	Public Comment of Agenda Items	
★	Approval of January 9, 2023 Committee Meeting Minutes	Ms. Chester
★	Review and Approval of The Peacemaker Center Contract	Mrs. Kleiman
★	Review and Approval of Chapter 339 K-12 Comprehensive Counseling Plan	Mrs. Kleiman and Dr. Werner

★ Indicates Committee Voting Item

Public Comment Protocol

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

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**WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee**

**January 9, 2023
Spellman Education Center Board Room A
Start: 6:37 pm – Finish: 6:52 pm**

Attending Committee Members:

☒ Kate Shaw (Chair) ☐ Joyce Chester ☒ Daryl Durnell ☒ Laura Detre

Other Board Members:

☐ Gary Bevilacqua ☐ Karen Fleming ☒ Karen Herrmann ☒ Sue Tiernan ☒ Stacey Whomsley

Administration:

☐ Robert Sokolowski ☒ Kalia Reynolds ☐ Wayne Birster ☒ Melissa Kleiman
☒ Sara Missett ☒ John Scully ☐ Jeff Ulmer

Public Comment: None

Items on Agenda:

- Approval of November 14, 2022 Pupil Services Committee Meeting Minutes
- Behavior Supports in the District Presentation

Pupil Services Committee Actions/Outcomes to be placed on the January 23, 2023 Board Agenda for approval:

Agenda Item	Vote
Approval of the November 14, 2022 Pupil Services Committee Meeting Minutes	3-0

Board Consent Agenda Items: None

Items to be discussed at a later date: None

Chapter 339

K-12 Comprehensive Counseling Plan



2023-2026

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1. School Counselors and Assignments

Elementary Schools K-5

Each elementary school counselor is responsible for the total number of students in their school.

East Bradford Elementary

Jessie Payne

Greystone Elementary

Sarah Franciotti

East Goshen Elementary

Joy Geist

Hillsdale Elementary

Kathy DeWitt

Exton Elementary

Paul Starling

Mary C. Howse Elementary

Jess Salley

Fern Hill Elementary

Alex Stefano

Penn Wood Elementary

Delaney Bowes

Glen Acres Elementary

Heather Stewart

Sarah Starkweather Elementary

Sarah Kadis

Westtown-Thornbury Elementary

Ashley Kleckner

Middle Schools 6-8

Each school counselor is responsible for a grade level each school year.

Fugett Middle School

Malina Bowen

Mike Cassidy

Bernadette Simpson

Stetson Middle School

Casey Cerullo

Heather Selgrath

Bob Schwartz

Peirce Middle School

Akieda Behlin

Carol DeMarco

Stephanie Roesener

Dave Robertson (.4)

High Schools 9-12

In addition to their caseload responsibilities (designated by alphabet break down), each counselor serves as the specialist of the additional programs listed below their name.

East High School

Kelly Camp-

FAFSA Coordinator (financial AID), college planning/college admissions evening, Naviance support and communication, new student tours, artifacts

Lauren Otto-

TCHS coordinator/Allied Health liaison, 9th grade development/QPR, artifacts

Donna Foley-
Department Chair, career day coordinator, school
profile, counseling dept communication
coordinator, artifacts.

Joe Michetti-
Scholarships, 10th grade development, NCAA,
artifacts

Yvonne Setlock-
National merit, 12th grade developmental program,
artifacts

Henderson High School

Ashley Sullivan:
College Planning Night, Career Day/Program

Heather Bratton:
Scholarships/Student Recognition Programs,
Community Programs, 11th Grade Developmental
Program

Morgan Gamble:
Department Chair, Naviance Site Administrator,
Website/Schoology, Newsletter

Colleen Allen:
Counseling Dept Aides, Financial Aid Night,
NCAA Coordinator

Kathy Teague:
12th Grade Developmental Program, College
Application Process Night, Prospective Student
Tours

Rebecca Singer:
SLIFE Counselor

Rustin High School

Ashley Ainsworth: Department Chair, TCHS/Allied
Health Liaison, Communications-Internal/External
(Counseling department/RHS, phone master,
Schoology & email communications), Naviance

Shaz Brown:
11th Grade Developmental Programming (College
Planning Night, Large Group Junior Meeting),
NCAA Coordinator, Minority Opportunity, Awards
Co- Facilitator, Student/Family Tours

Grace Barry:
Career Day, 9th Grade Developmental
Programming, and Freshman Programming on
PSAT Day

Bobbie Crowe:
Scholarships/Scholarship Committee, College
Application Process, Parent Event (evening) &
Large Group senior meeting, Girl's Leadership
Group, 12th Grade Developmental Program
Coordinator

Tim Bryan:
Naviance Coordinator, Counseling Department
Website, Financial Aid Night, 10th Grade
Developmental Programming, MTSS Technical
Liaison

Intervention Specialists/SAP Coordinators

Direct services to high school and consultative services to middle and elementary schools

Danielle DiNatale

East Goshen Elementary

Exton Elementary

Glen Acres Elementary

Fugett Middle School

East High School

Candy Jakubowski

East Bradford Elementary

Fern Hill Elementary

Hillsdale Elementary

Peirce Middle School

Henderson High School

Andrea Kuesel

Penn Wood Elementary

Sara Starkweather Elementary

Westtown-Thornbury Elementary

Stetson Middle School

Rustin High School

Career Education Counselors

The West Chester Area School District's Career Exploration Program is a multifaceted program that provides high school students with unique opportunities to enter and learn more about the workplace, observing and exploring the “world of work” first hand, making the critical link between the skills they are learning in school and the importance of this knowledge and skill acquisition to future career success.

Dave Robertson .6

Kelly McCreesh 1.0

2. School Counseling and District Mission Statements

West Chester Area School District Mission Statement:

The mission of the West Chester Area School District is to educate and inspire our students to achieve their personal best.

West Chester Area School District Counseling Department Mission statement:

The mission of the WCASD School Counseling Program, which serves the needs of a diverse community, is to counsel, educate and advocate for all students as they pursue their individual academic, personal, social and career goals by delivering a proactive, comprehensive and consistent program. In partnership with teachers, administrators, parents, and a caring community, the school counselors will help all students to achieve their personal best

3. Program Goals

Academic:

- Students will gain knowledge and passion to contribute to being a lifelong learner.

- Students will make real life connections through a variety of activities and resources.
- Students will learn time management and organizational skills to contribute to their success in any future pathway.
- Students will conclude their education with the skills and knowledge to allow them to achieve their personal best.

Career:

- Students will gain experiences, knowledge and confidence to make the right choices for their given career pathway.
- Students will understand their personal strengths, skills, and qualities to connect them to an appropriate career path.
- Students will understand job industry standards, required education, and career projections to make a well informed post-secondary choice.

Personal/Social:

- Students will develop interpersonal skills and attitudes to be contributing members to the greater community.
- Students will understand goal setting and apply strategies to their daily living.
- Students will develop resiliency and skills to work through difficult situations.

4. Stakeholders

- Students - Participates in Counseling programs and services in order to achieve their personal best. Students will help deliver the school counseling program through skill development, participating in grade level meetings, groups, individual meetings and accessing resources and services provided to them each year.
- Parents - Partner with counselors to guide their children to achieve their personal best through the counseling program. Counselors provide resources and information to parents throughout K-12th grade. Parents can collaborate with counselors to support their students socially, emotionally and academically.
- Educators - To support counselors in their delivery of programs and services to stakeholders so that students are able to achieve their personal best through a multitude of programs and services. Educators will assist in providing equity and access to all, work together with counselors to address and enhance student achievement and create a positive learning climate. Staff members work cooperatively, communicate effectively and understand each other's programs.
- Business/Community - Partner with counselors to guide students to achieve their personal best through collaboration and sharing of resources. Community and business members will collaborate with counselors to share information that supports student career development. Community and business members also serve on the district advisory board where they will contribute ideas, resources and opportunities to enhance school counseling delivery services.
- Post-Secondary - Partner with stakeholders to assist students in achieving their personal best in post-secondary education or military service through collaboration and access to resources. Post-secondary partners will collaborate with counseling teams to support programming, presentations and education for further professional development for counselors.

5. Role of the Counselor

The American School Counselors Association (ASCA) states, “School counselors are vital members of the education team. They help all students in the areas of academic achievement, career development and social/emotional development, ensuring today's students become the productive, well-adjusted adults of tomorrow.” Here in the West Chester Area School District, our counselors not only meet these requirements, but also strive to help each student achieve their personal best in all aspects of their life. All of our counselors are support and demonstrate the following four roles:

- **As a Leader-** The school counselor effectively manages and implements a comprehensive and developmental school counseling program. Through leading a comprehensive program that engages its’ stakeholders and by being responsible for delivery and continual evaluation of this program, the school counselor leads its’ learning community.
- **As an Advocate-** School counselors advocate for students, for the counseling profession and for change. By removing barriers that impede student learning and providing strategies for closing the equity achievement gaps among students, school counselors continually advocate for academic, career and social/personal success of every student.
- **As a Collaborator-** School counselors collaborate with all members of the school community and its stakeholders to create an environment that promotes student achievement and commitment to the school’s mission statement.
- **As an Agent of Systemic Change-** Uniquely positioned within the school system, school counselors are able to advocate for systemic change. School counselors are an integral part of the school system that can implement interventions and help remove institutional barriers to ensure all students can achieve their personal best.

6. K-12 School Advisory Council

The WCASD Pupil Services Advisory Council meets between 2-3 times a school year. The advisory council includes members from the following organizations (not an exhaustive list): Army, West Chester University, Good Fellowship Ambulance, Exton Region Chamber of Commerce, Torchiana Automotive Training center, Greater West Chester Chamber of Commerce, Delaware County Community College and the Franklin Mint. Each year the council has set goals to support the school counseling program and the parents/students in the school district. This team has been responsible for reviewing counseling resources/programs and creating and distributing a resource brochure to all district parents. The council works diligently to develop career programs, offer career training opportunities and develop relationships with community members. They advise the department of the needs of students and parents and also organize parent workshops.

7. Program Calendar

Color	Delivery System
Red	System Support
Green	Guidance Curriculum
Purple	Individual Student Planning
Yellow	Non-Counselor Related

Monthly Specific K-5 Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum	Responsive	Individual Academic/ Career Counseling	System Support	Non-Counsel - or Related
September					
Academic: Counselor Introductions, new student orientation, classroom lessons, back to school night Gifted Screening Concussion Management Team OT/PT Referral Process Student Observations Staff/Parent Consultations Parent conferences Class coverage Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.) 504 Coordinator	X	X X X X X X		X X	X X
Career: Schedule/plan Second Step lessons Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans SRS/SRA/VRS/VRA Outside Agency Consult Student/Mentor Coordination CPI Team Member PBIS/ School wide behavior management system Equity Team Second Step Outside Agency Lesson Coordination	X X	X X	X X X X X X	X X X X	
October					
Academic: New student orientation, classroom lessons Gifted Screening Concussion Management Team	X	X X		X	

Concussion Management Team		X			
OT/PT Referral Process		X			
Student Observations		X			
Staff/Parent Consultations		X		X	
Parent conferences		X			
Class coverage					X
Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.)				X	X
504 Coordinator					
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons	X			X	
MTSS			X		
Individual Counseling			X		
Small Group Counseling			X		
Behavior Plans			X		
SRS/SRA/VRS/VRA		X	X		
Outside Agency Consult			X		
Student/Mentor Coordination			X		
PBIS/school wide behavior management system				X	
CPI Team Member				X	
Equity Team				X	
Second Step					
Outside Agency Lesson Coordination	X				
January					
Academic: New student orientation, classroom lessons	X			X	
Gifted Screening		X			
Concussion Management Team		X			
OT/PT Referral Process		X			
Student Observations		X			
Staff/Parent Consultations		X			
Parent conferences		X			
Class coverage					X
Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.)				X	X
504 Coordinator					
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons				X	
MTSS			X		
Individual Counseling			X		
Small Group Counseling			X		
Behavior Plans			X		
SRS/SRA/VRS/VRA		X	X		
Outside Agency Consult			X		
Student/Mentor Coordination			X		
PBIS/school wide behavior management system				X	
CPI Team Member				X	
Equity Team				X	
Second Step	X				
Outside Agency Lesson Coordination					
February					
Academic: New student orientation, classroom lessons	X			X	
Gifted Screening		X			
Concussion Management Team		X			
OT/PT Referral Process		X			
Student Observations		X			

Staff/Parent Consultations		X			
Parent conferences		X			X
Class coverage					X
Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.)					
504 Coordinator				X	
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons				X	
MTSS			X		
Individual Counseling			X		
Small Group Counseling			X		
Behavior Plans			X		
SRS/SRA/VRS/VRA		X	X		
Outside Agency Consult			X		
Student/Mentor Coordination			X		
PBIS/school wide behavior management system				X	
CPI Team Member				X	
Equity Team				X	
Second Step	X				
Outside Agency Lesson Coordination					
March					
Academic: New student orientation, classroom lessons	X				
Gifted Screening		X			
Concussion Management Team		X			
OT/PT Referral Process		X			
Student Observations		X			
Staff/Parent Consultations		X			
Parent conferences		X			
Class coverage					X
Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.)				X	X
504 Coordinator					
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons	X				
MTSS			X		
Individual Counseling			X		
Small Group Counseling			X		
Behavior Plans			X		
SRS/SRA/VRS/VRA		X	X		
Outside Agency Consult			X		
Student/Mentor Coordination			X		
PBIS/school wide behavior management system				X	
CPI Team Member				X	
Equity Team				X	
Second Step				X	
April					
Academic: New student orientation, classroom lessons	X				
Gifted Screening		X			
Concussion Management Team		X			
OT/PT Referral Process		X			
Student Observations		X			
Staff/Parent Consultations		X			
Parent conferences		X			
PSSA coordinator					
Class coverage					X

Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.) 504 Coordinator				X	X
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans SRS/SRA/VRS/VRA Outside Agency Consult Student/Mentor Coordination PBIS/school wide behavior management system CPI Team Member Equity Team 5th Grade Maturation Presentation/Talk Outside Agency Lesson Coordination	X		X X X X X X	X X X X	
May					
Academic: New student orientation, classroom lessons Gifted Screening Concussion Management Team OT/PT Referral Process Student Observations Staff/Parent Consultations Parent conferences Class coverage Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.) 5th grade transition meetings 504 Coordinator	X	X X X X X X		X X	X X
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans SRS/SRA/VRS/VRA Outside Agency Consult Student/Mentor Coordination PBIS/school wide behavior management system CPI Team Member Equity Team Second Step Outside Agency Lesson Coordination	X		X X X X X X	X X X X	
June					
Academic: New student orientation, classroom lessons Gifted Screening Concussion Management Team OT/PT Referral Process Student Observations Staff/Parent Consultations Parent conferences Class coverage Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.) 504 Coordinator	X	X X X X X X		X X	X X

Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans SRS/SRA/VRS/VRA Outside Agency Consult Student/Mentor Coordination PBIS/school wide behavior management system CPI Team Member Equity Team Second Step Outside Agency Lesson Coordination	X		X X X X X X	X X X	
July					
Academic: New student orientation, classroom lessons Gifted Screening Concussion Management Team OT/PT Referral Process Student Observations Staff/Parent Consultations Parent conferences Class coverage Duties (lunch, bus, cafeteria, arrival/ dismissal, etc.)	X	X X X X X X			X X
Career: Career exploration, classroom lessons	X				
Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans Outside Agency Consult Student/Mentor Coordination PBIS CPI Team Member Equity Team Second Step	X		X X X X X X	X X X	
August					
Academic: New student orientation, classroom lessons Gifted Screening Concussion Management Team OT/PT Referral Process Student Observations Staff/Parent Consultations Parent conferences Class coverage Duties (lunch, bus, cafeteria, arrival/ dismissal, etc)	X	X X X X X X			X X
Career: Career exploration, classroom lessons	X				

Social/Emotional: Promote positive school climate, school-wide positive behavior support, classroom lessons MTSS Individual Counseling Small Group Counseling Behavior Plans Outside Agency Consult Student/Mentor Coordination PBIS CPI Team Member Equity Team Second Step	X		X X X X X X	X X X	
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Monthly Specific 6th-8th Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum	Responsive	Individual Academic/ Career Counseling	System Support	Non-Counsel- or Related
September					
Academic: <ol style="list-style-type: none"> Correcting Schedule Conflicts Open House MTSS New Student Registration 		X X X	X X	X X	
Social/Emotional: <ol style="list-style-type: none"> SAP Overview School Counseling Overview Group Survey/Counselor Survey Girls' Leadership Group MTSS SEL Lessons 		X X X X X	X X	X X	
October					
Academic: <ol style="list-style-type: none"> MTSS New Student Registration 		X X	X X	X	
Social/Emotional: <ol style="list-style-type: none"> Red Ribbon Week MTSS SEL Lessons Girls' Leadership Group 	X	X X X	X X	X X X X	
November					
Academic: <ol style="list-style-type: none"> Parent Conference Coordination and Meetings MTSS 	X	X	X	X X	

Social/Emotional: 1. Mix it up Day 2. MTSS 3. SEL Lessons 4. Girls' Leadership Group		X X X	X X	X X X	
December					
Academic: 1. MTSS		X	X	X	
Career: 1. Artifact review	X		X		
Social/Emotional: 1. MTSS 2. SEL Lessons 3. Girls' Leadership Group		X X X	X X	X X	
January					
Academic: 1. Course Selection 2. MTSS	X			X	
Career: 1. Course Selection	X			X	
Social/Emotional: 1. Course Selection/transition to high school 2. MTSS 3. SEL Lessons 4. Girls' Leadership Group	X	X X X	X X X	X X	
February					
Academic: 1. Course Selection 2. MTSS	X	X	X X	X X	
Career: 1. Course Selection 2. Act 339 makeups & 8th grade artifacts	X X		X X	X X	
Social/Emotional: 1. Course Selection/Transition to high school 2. MTSS 3. SEL Lessons 4. Girls' Leadership Group	X	X X X	X X X	X X X	
March					
Academic: 1. PSSA Proctoring 2. MTSS 3. Act 339 makeups & 8th grade artifacts	X	X	X X	X X	X

Career: 1. Act 339 makeups & 8th grade artifacts	X		X		
Social/Emotional: 1. MTSS 2. SEL Lessons 3. Girls' Leadership Group		X X	X X	X X	
April					
Academic: 1. PSSA Proctoring 2. MTSS 3. Act 339 makeups & 8th grade artifacts		X X	X X	X	X
Career: 1. Act 339 makeups & 8th grade artifacts	X		X		
Social/Emotional: 1. MTSS 2. SEL Lessons 3. Girls' Leadership Group		X X X	X X	X X	
May					
Academic: 1. Keystone Proctoring 2. MTSS 3. Act 339 makeups & 8th grade artifacts	X	X	X X	X	X
Career: 1. Act 339 makeups & 8th grade artifacts	X		X		
Social/Emotional: 1. MTSS 2. SEL Lessons 3. Girls' Leadership Group		X X X	X X	X X	
June					
Academic: 1. MTSS		X	X	X	
Career: 1. Artifact review	X		X		
Social/Emotional: 1. MTSS 2. SEL Lessons		X X	X X	X X	
July					
Academic: 1. Transition Camp for Incoming 6th Graders 2. Correcting Schedule Conflicts 3. Registration of New Students	X X	X X			

Career: 1. Transition Camp for Incoming 6th Graders	X			X	
Social/Emotional: 1. Transition Camp for Incoming 6th Graders	X			X	
August					
Academic: 1. Transition Camp for Incoming 6th Graders 2. Correcting Schedule Conflicts 3. Grade level transition meetings 4. Registration of New Students 5. New Student Orientation for grades 7 and 8	X X X X X			X X X	
Career: 1. Artifact review	X		X		
Social/Emotional: 1. Grade level transition meetings 2. New Student Orientation for grades 7 and 8	X X			X X	

Monthly Specific 9th-12th Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum	Responsive	Individual Academic/ Career Counseling	System Support	Non-Counsel- or Related
September					
Academic: 1. Senior Group Presentation 2. College applications 3. Letters of Recommendations 4. National Merit Scholars 5. 504/IEP/GIEP meetings 6. New student registrations 7. Transcript Evaluations 8. Schedule changes 9. Back to School Night	X X X X X	 X X X X	 X X X X	 X X	
Career: 1. College Admissions Evening for Seniors & Parents 2. Individual Senior Conference 3. College Rep Visits to high schools 4. Individual career counseling per individual student need	 X X 	 	 X	 X 	

Social/Emotional: 1. High school orientation/transition 2. Social/peer counseling per individual student need 3. MTSS 4. Social/emotional counseling ongoing as needed	X	X	X X	X	
October					
Academic: 1. Individual Senior conference 2. College applications 3. Letters of Recommendations 4. National Merit Scholars 5. PSAT for Sophomores/Juniors 6. Financial Aid/FAFSA Night	X X X	X	X X X		
Career: 1. 9th Grade Developmental/Career Program 2. Freshman Conference 3. Individual career counseling per individual student need	X X		X X X		
Social/Emotional: 1. Say Something Program 2. QPR/Minding Your Mind 3. MTSS 4. Social/emotional counseling ongoing as needed	X X X	X X	X X	X	
November					
Academic: 1. Individual Senior conference 2. College applications 3. Letters of Recommendations	X	X	X X		
Career: 1. Freshman conference 2. Individual career counseling per individual student need 3. Allied Health Presentation from Technical College High School 4. Ongoing Career education programs; guest speakers and field trips	X X X X		X X X		
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X	X	
December					
Academic: 1. 9 th grade individual conference	X				

2. Keystones (make-up) 3. Proctor keystone exams	X				X
Career: 1. Freshman conference 2. Technical College High School Applications 3. Junior conference 4. Individual career counseling per individual student need 5. Ongoing Career education programs; guest speakers and field trips	X X X X		X X		
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X X	X	X	
January					
Academic: 1. Junior Individual Conferences 2. Course Selection Night			X	X	
Career: 1. Financial Aid Night 2. TCHS applications 3. Individual career counseling per individual student need 4. Ongoing Career education programs; guest speakers and field trips	X X		X X	X	
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X	X	
February					
Academic: 1. Junior Individual conference continued 2. Course Selection	X X		X		
Career: 1. Individual career counseling per individual student need 2. Ongoing Career education programs; guest speakers and field trips	X X	X	X X		
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X		
March					

Academic: 1. Course planning	X		X		
Career: 1. College Planning Night 2. Individual career counseling per individual student need 3. Ongoing Career education programs; guest speakers and field trips	X X	X	X X		
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X		
April					
Academic: 1. Course planning	X		X		
Career: 1. 10 th Grade Developmental/career presentation 2. Individual career counseling per individual student need 3. Ongoing Career education programs; guest speakers and field trips	X X X		X X X	X	
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X	X	
May					
Academic: 1. Finalizing course selection		X	X		
Career: 1. Individual career counseling per individual student need 2. Ongoing Career education programs; guest speakers and field trips			X X		
Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X		
June					
Academic: 1. Course failures and advising 2. Retentions			X X		
Career:					

Social/Emotional: 1. MTSS 2. Social/emotional counseling ongoing as needed		X	X X		
July					
Academic: 1. Summer registrations	X				
Career: 1. Course planning			X		
Social/Emotional: August					
Academic: 1. Summer Registrations 2. Schedule Changes	X X				
Career: 1. College Application Workshops		X	X		

Ongoing K-12 School Counselor Activities

Ongoing Activities	Curriculum	Responsive	Individual Academic/ Career Counseling	System Support (Not with Students)	Non-Counselor Related
Academic: 1. MTSS member 2. MTSS- interventions, goal setting, monitoring 3. 504 Coordinator 4. Parent Conference/phone calls/emails 5. Team Meetings 6. OT/PT referrals 7. Concussion Management Team 8. District Counselor Monthly meetings 9. New Registrations, Building Tours and placement evaluations 10. Testing prep and proctoring 11. Scheduling; course planning 12. Gifted Screenings 13. Parent Workshops 14. Academic decline communications 15. IEP Team member 16. Check in/Check out 17. Bus Duty/Cafe Duty 18. Weekly Enrichment Period 19. Monitor Ineligible Students	X	X X X X X X X X X X	X X X X X X X X X	X X X X X X	X

20. Naviance Curriculum Development	X			X	
21. Coordination of Naviance service and support		X		X	
22. Gather assignments for OSS		X			X
23. Homebound teacher coordination and requests		X			X
24. Class Coverage					
25. Student Observations					
26. Duties (lunch, bus, cafeteria, arrival/dismissal, etc.)				X	
27. District Counselor Monthly Meetings					X
28. Staff Consultations					
29. Student Observations					X
Social/Emotional:					
1. Community mental health consults		X			
2. BH Works referrals		X			
3. Behavior plans		X		X	
4. Suicide Risk Assessments		X		X	
5. Violent Risk Assessments		X	X		
6. Check in/Check out	X	X	X	X	
7. Monitor Ineligible Students		X			
8. Individual Student Counseling		X			
9. Collaborate with Administration on Discipline Referral		X			
10. Process Discipline Referrals with Students				X	
11. PBIS		X		X	
12. MTSS			X		
13. Small Group Counseling				X	
14. CPI Team Member		X		X	
15. Equity Team		X		X	
16. Safety Team		X		X	
17. SEL Team					
Career:					
1. Prepare career lessons	X			X	
2. Curriculum development	X			X	
3. Organize & Implement Career Days	X			X	
4. Second Step Lessons				X	

8. Program Delivery

Elementary Grades K-5

Guidance Curriculum Provides comprehensive guidance program content in a systematic way to all students K-5	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose	Purpose	Purpose	Purpose

Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Prevention, intervention and responsive services to groups and/or individuals	Individual students' academic and occupational planning, decision making, goal setting, and preparing for academic transitions	Program delivery and support
Academic Communication Skills, asking for help, accepting, respecting and appreciating individual differences Working independently as well as cooperatively Career Understanding the relationship between achievement and career success Career Exploration Personal/Social Identifying and expressing feelings Learning how to make and keep friends	Academic K-5 participate in Kindergarten Assessment Team Middle School transition meetings Early Intervention meetings Career K-5 Classroom Guidance Personal/Social K-5 Open House New Student Orientation Small Groups Classroom Guidance Personal/Social Assist with SAP Referrals to school based MH or other agencies	Academic Develop and coordinate all non-medical 504's Consult with faculty about student placement/504/IEP Plans Student Observations Career Career awareness Introduce, reinforce and implement plans Personal/Social 5th grade course selection 504 parent meetings IEP Meetings 1-1 Counseling Personal/Social Small group counseling Agency consultations Class placement meetings Parent meetings Parent-Teacher conferences	Academic Organize and share transition data District/state assessment coordinators and/or test administrators ER Reviews Facilitate team meetings Concussion Management Team Academic Monitor Gifted Referrals MTSS/RTI Career Program delivery and support Personal/Social Consult with local community agencies and volunteers Support positive school climate/bullying prevention initiatives
Counselor Role Guidance curriculum Classroom and group instruction Consultation	Counselor Role Individual and group counseling, referral, consultation	Counselor Role Assessment, planning, placement, consultation	Counselor Role Coordination, consultation

Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
15%	40%	20%	25%

Middle School Grades 6-8

Guidance Curriculum Provides comprehensive guidance program content in a systematic way to all students pre K-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, intervention and responsive services to groups and/or individuals	Purpose Individual students' academic and occupational planning, decision making, goal setting, and preparing for academic transitions	Purpose Program delivery and support
Academic Course selection presentations, 6th-8th grade Understanding high school vocabulary, 8th grade High school 4 years plan, 8th grade Study Skills 8th grade Learning styles 8th grade Career Naviance programming 8th grade Facilitate completion of Interview Skills and Individualized Plan 8th grade Help coordinate Strengths Explorer, Career Cluster Finder, Finance Plan and Historical Resume 7th grade	Counsel students on 3-week, 6-week, 9-week and ineligibility lists Individual counseling for academic, personal-emotional and career related concerns Assist in enrolling qualifying students for summer school Consults with teachers and parents regarding students struggling academically Collaborate with teachers, parents and administration to develop supports for students Coordinate and facilitate parent teacher conferences with parents, teachers	Schedule new students Consult with faculty about student placement for regular education/504/IEP students Consult with personal care assistants, therapeutic support staff and behavioral specialist consultants Manage all documents and accommodations for students with 504 service agreements while collaborating with teachers and administration 504 communications and collaborating with teachers, families and administration Coordinate and facilitate transition 504 meetings to high school	Organize and share transition data with staff Complete letters of recommendation for private schools Attend in-services, faculty meetings Attend and support team meeting discussions Educate faculty of MTSS team process and referral procedures to faculty

<p>Help coordinate Learning Styles, SMART Goals, Entrepreneurship career artifacts 6th grade</p> <p>Personal/Social Middle School Orientation 6th grade</p> <p>SEL activities 6th-8th grade</p> <p>Guidance program overview 6th-8th grade</p> <p>Mix It Up Day 6th-8th grade</p> <p>Yellow Ribbon Awareness 6th-8th grade</p> <p>Red Ribbon Week 6th-8th grade</p>	<p>and students to assess academic progress</p> <p>Serve as a referral source for MTSS team, Pre-referral, O/T, P/T caseworker and outside agency issues</p>	<p>Consult and facilitate transition 504 meetings to middle school</p> <p>Collect and analyze data for pre-referral process</p>	
Counselor Role Guidance curriculum Classroom and group instruction Consultation	Counselor Role Individual and group counseling referral consultation	Counselor Role Assessment, planning placement consultation	Counselor Role Coordination, consultation
Percentage of Time 15%	Percentage of Time 40%	Percentage of Time 35%	Percentage of Time 10%

High School Grades 9-12

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all student's pre-K-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
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Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, intervention and responsive services to groups and/or individuals	Purpose Individual students' academic and occupational planning, decision making, goal setting, and preparing for academic transitions	Purpose Program delivery and support
Academic <ul style="list-style-type: none"> 9th, 10th, 11th, & 12th grade developmental programming 9th/11th and 12th grade individual conferences Individual graduation plan for all grade levels Large group planning Large group college process PSAT/SAT AP exams ASVAB Personal/Social <ul style="list-style-type: none"> Anger management group Stress management group Grief group High school orientation 	Academic <ul style="list-style-type: none"> Meet with academic ineligible students Grade notices Achievement Center/Tutorial services NHS tutorial services Study Skills group APT Warrior Block interventions Personal/Social <ul style="list-style-type: none"> MTSS Team Kindness Club SADD Gay Straight Alliance Aevidum Club Yellow Ribbon Awareness Mental health counseling BH works screening 	Academic <ul style="list-style-type: none"> Course selection night Course selection grade level meetings College planning night College process night Financial Aid night Naviance programming Personal/Social <ul style="list-style-type: none"> Personal counseling, individual conferencing on future planning for career/post-secondary plans Individual graduation planning 	Academic <ul style="list-style-type: none"> NHS for student-based tutoring Course selection counseling PSAT testing PTO groups 8th grade transition meetings Personal/Social <ul style="list-style-type: none"> Career Day Presentations MTSS Referrals/Team Career guest speakers Career field trips Mock Crash MTSS red flag transition meeting
Counselor Role <ul style="list-style-type: none"> Consultation Facilitator Collaborator Leader Coordinator 	Counselor Role <ul style="list-style-type: none"> Consultation Facilitator Collaborator Leader Coordinator 	Counselor Role <ul style="list-style-type: none"> Consultation Facilitator Collaborator Leader Coordinator 	Counselor Role <ul style="list-style-type: none"> Consultation Facilitator Collaborator Leader Coordinator

Percentage of Time	Percentage of Time	Percentage of Time	Percentage of Time
15%-20%	30%-35%	30%-35%	10%

9. Curriculum Action Plan

Elementary Grades K-5

Action Step	Delivery Method	Personnel	Target Group	Timeline	CEW Domain	ASCA Domain
Classroom guidance units on SEL Topics	Classroom Lessons	School Counselor	K-5	Ongoing	13.1.8A 13.1.8B 13.1.8C 13.1.8D 12.2.8B	All ASCA Behavior Standards
Career Exploration	Classroom Lessons	School Counselor/ Classroom Teachers	K-5	Ongoing	13.1.8A 13.1.8B 13.1.8C 13.1.8D 13.1.11A 13.1.11B 13.1.11H 13.2.8B	All ASCA Behavior Standards

Middle School Grades 6-8

Action Step	Delivery Method	Personnel	Target Group	Timeline	CEW Domain	ASCA Domain
Student will investigate the world of work	In classes	School Counselor	6th -8th grade class	Throughout	13.1.8.A 13.1.8.B 13.1.8.C 13.1.8.D 13.2.8.B 13.2.8.E	C:A1.1-3 C:A1.6-9 C:A2.2 C:A2.5 C:A2.8-9 C:B1.1-8 C:C1.1-5
Student will complete interest inventory (Career	Guidance course and career research (Naviance)	School Counselor	8th grade class	Guidance 1	13.1.8.A 13.1.8.B 13.1.8.C	C:B1.1-8 C:C1.1-5

Cluster)					13.1.8.D 13.1.8.F 13.2.8.B 13.2.8.E	
Student will investigate post-secondary options	Guidance course and career research (Naviance)	School Counselor	8th grade class	Guidance 1	13.1.8.D	C:B1.1-8 C:C1.1-5
Student will complete course selection for 9th grade	Guidance course	School Counselor	8th grade class	Guidance 1	13.1.8.H	A:C1.1-6 C:A1.6
Students will complete course selection for grades 7 & 8	Online with Counselor support	School Counselor, Teacher	Grade s 6-8	Annually during Spring Semester		A:B2.6-7 A:C1.1-6

High School Grades 9-12

Action Step	Delivery Method	Personnel	Target Group	Timeline	CEW Domain	ASCA Domain
Students will develop a career and graduation plan	9 th grade individual conference	School Counselor	9 th grade students	9 th grade; Oct-March	13.1.11.A 13.1.11.B 13.1.11.F 13.1.11.G 13.2.11.D	M 1 M 6 B-LS 1 B-LS 3 B-LS-7 B-LS 8 B-LS 9 B-SMS 8
Students will develop rapport with their counselor	9 th grade individual conference	School Counselor	9 th grade students	9 th grade; Oct-March	13.1.11.A 13.1.11.B 13.1.11.H 13.3.11.A 13.4.11.B	M 1 M 4 M 5 B-LS 2 B-LS 3 B-LS 7 B-LS 10 B- SMS 6 B-SMS 8 B-SMS 10 B- SS 3
Students will learn about and identify their intended post-secondary plan option	9 th grade individual conference	School Counselor	9 th grade students	9 th grade; Oct-March	13.1.11.A 13.1.11.B 13.1.11.F 13.1.11.G 13.2.11.D	M 4 M 5 M 6 B-LS 7 B-SMS 5

Students will learn an overview of high school and how to be successful	9 th grade developmental program	School Counselor	9 th grade students	9 th grade; October	13.1.11.D 13.1.11.F	M 1 M 3 M 4 B-LS 3 B-LS 4 B-LS 7 B-LS 8 B-LS 10 B-SMS 8 B-SS 3
Students will develop their understanding of the job market, job opportunities and how it connects to post-secondary options	10 th grade developmental program	School Counselor	10 th grade students	10 th grade; March/April	13.1.11.A 13.1.11.B 13.1.11.H 13.2.11.B 13.3.11.F	M 4 M 6 B-LS 1 B-LS 7 B-LS 8 B-SMS 3
Students will explore options available for career and technical programs	TCHS Presentation	School Counselor and TCHS Staff	9 th and 10 th grade students	October/November	13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.F 13.1.11.H 13.2.11.B 13.2.11.E	M 5 M 6 B-LS 1 B-LS 7
Students will complete an interest inventory (career cluster)	10 th grade developmental program	School Counselor	10 th grade students	10 th grade; March/April	13.1.11.A 13.1.11.B 13.1.11.H	M 4 B-LS 4
Students will investigate post-secondary options	Career and post-secondary research through Naviance	School Counselor	9 th - 12 th grades	Ongoing through school year	13.1.11.E 13.1.11.F 13.1.11.G 13.1.11.H	M 3 M 6 B-LS 1 B-LS 4 B-LS 5 B-LS 7 B-LS 8 B-LS 9
Students will investigate and know appropriate options suitable to individual future plans with course selection	Group and individual meetings	School Counselor	9 th - 12 th grades	Ongoing through school year	13.1.11.D 13.1.11.G 13.1.11.B	

Students will complete course selection for grades 9-12	Online scheduling program with counselor support	School Counselor, teachers	9 th - 12 th grades	January-May	13.1.11.A 13.1.11.F 13.1.11.H	M 5 M 6 B-LS 1 B-LS 4 B-LS 7 B-LS 8 B-SMS 8 B-SS 1
Students will explore various career options	Career Education programming	Career education counselor, counselor	9 th - 12 th grades	Ongoing through school year	13.1.11.B 13.1.11.C 13.1.11.G 13.1.11.A 13.2.11.B 13.2.11.E 13.3.11.C 13.4.11.B 13.4.11.C	M 3 M 4 M 5 M 6 B-LS 1 B-LS 7 B-LS 9 B-LS 10 B-SMS 10 B-SS 1 B-SS 7 B-SS 9
Students will have opportunity to take PSAT			10 th – 11 th grades	October	13.1.11.A 13.1.11.E	M 4 M 5 B-LS 3
Students will have opportunity to take ASVAB			9 th -12 th	December	13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.H 13.1.11.A	M 4 M 5 B-LS 3

10. Organizing Career/Postsecondary Resources

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	Exton Regional Chamber of Commerce-Business-Education Partnership
Intermediary Organizations	Manufacturing Alliance-Youth Committee C.C. Economic Development Council-Youth Committee CCIU Boy Scouts Exploring Program
Umbrella Organizations	C.C. Economic Development Council C.C. Chamber of Commerce C.C. Chamber of Business & Industry Manufacturing Alliance of Chester & Delaware Counties Junior Achievement of Southeastern Delaware County Pennsylvania Free Enterprise Week

Community/State Agencies	Local Workforce Development Board of Chester County	
Networking Opportunities	ACAC Fitness & Wellness	Oberthur Technologies
Individual Contacts	AGI-Analytical Graphics, Inc Animal Clinic At Thorndale Arianna's Gourmet Cafe & Catering Business Improvement District Chester County Human Services Chester County Justice Center D.L. Howell & Associates DepuySynthes Dr. Bruce Mapes, PhD Federal Bureau of Investigation Goshen Family Chiropractic Hill International Hillsdale Elementary School Jane Chalfant & Kiki Boutique John Serock Catering MacElree Harvey Moody's Analytics	Oberthur Technologies Optimum Physical Therapy Peirce Middle School Penn Wood Elementary School People's Light and Theater Company Pimley, Dr. Maria Armandi QVC SAP,INC. Shoemaker-Skanska JV Starkweather Elementary School Stetson Middle School Surgical Specialists,P.C. United States Marshals Service USSC Voya Financial WCHE Radio
Community/Business Meetings	Rotary Club of West Chester Exton Regional Chamber of Commerce	
Community Events	Manufacturing Day in October Career programming throughout the school year TruMark Financial Reality Fair	
Online/ Onland	PA Career Guide	
Internet Based Links	PA Dept. of Education-Job Shadow Tool Kit U.S. Dept. of Education CareerOneStop Career Outlook Education Planner PA Department of Education My Next Move American School Counselor Association PA Department of Education National Career Development Association Occupational Outlook Handbook PA Career Standards	
Media/Advertising	West Chester Area Education Foundation West Chester Area School District Communication Office- twitter, Facebook, YouTube, Instagram TruMark Financial Credit Union	

Publications/Documents	College Guides TCHS Catalog Course Guide
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11. Individualized Academic Career Plan

All WCASD students participate in career exploration and developmentally appropriate activities each year. Beginning in 8th grade, students individualized academic career plan begin to take shape. All 8th grade students work with counselors in small groups or individually to complete an individualized plan to identify their top 3 career interest, important subjects in high school, activities in high school, their post-secondary plan and three areas they want to improve upon.

All 9th grade students have an individual conference with their school counselor. Students and their counselor also complete an individualized graduation and career plan during this conference. In 10th grade, students will complete a career research project in small groups run by counselors. In 11th grade students will complete an individual conference with their counselor. In addition to these four main activities, students have a variety of ‘choose your own’ career activity options. Student portfolios are completed and maintained in Naviance. Students are guided through their ‘choose your own’ activities, helping them pick activities that are individualized for themselves. By the end of 11th grade year, students will have at least 8 career activity reflections (CARs) in the Career and College Portfolio, which is stored in their Naviance account.

The Career and College Portfolios are reviewed by counselors each year to help advise students and provide meaningful opportunities. New career activities are developed and created for students each year, as new career opportunities become available. Please see the appendix for Career and College Portfolio activity examples.

12. Career and Technical Center Strategies

Student Awareness

Grade Level	Intervention/Program/Event	Stakeholder Delivering	Timeline
9 th	TCHS introduction; 9 th grade developmental programming	Counselor	October
9 th -11 th	TCHS/Allied Health presentation	Counselor/TCHS Staff	Oct/February
9 th -11 th	Octorara Homeland Security and Protective Services Program presentation	Counselor/Octorara staff	December/January
9 th	Individual Freshman conferences	Counselors	Oct-March
11 th -12 th	Job shadowing and internship opportunities	Career Education Counselor/Community members	All year
9 th -12 th	Career Field Trips	Career Education Counselor, community members	All year
9 th -12 th	Guest speakers	Career Education Counselor, community members	All year
9 th -12 th	Career/Tech Informational table	Counselor	October
10 th	10 th grade developmental program	Counselor	March/April

9 th -11 th	TCHS Tours	Counselors/TCHS-Staff	All year
8 th -12 th	Course selection presentations	Administrator	January/February
8 th	High School Transition & Course Selection	Administration/Counselor	April - May

Parent Awareness

Intervention/Program/Event	Stakeholder Delivering	Timeline
Back to School Night/Open House	Counselors/ TCHS staff/Octorara staff	September
Advertise open houses at TCHS	Counselor	All year
Schoology courses, Naviance and counseling website	Counselor	All year
Counselor individual conferences	Counselor	All year
Course selection night	Administration/Counselor/TCHS representative/ Octorara representative	January
Learn-to-Earn information night	Career Education Counselor	Dec/January
Course Guide	District website	All year

13. Job Descriptions

Position Title: Counselors

SUMMARY:

The school guidance counselor promotes the overall development of students from kindergarten to twelfth grade in the academic, career and personal/social areas.

REPORTING RELATIONSHIPS:

- Reports directly to the building Principal and the Supervisor of Pupil Services
- Works cooperatively with other administrators, supervisors, staff, parents and students to perform job responsibilities as outlined

TERMS OF EMPLOYMENT:

1. As outlined in the current Collective Bargaining Agreement
2. Salary (step/level placement) & Benefits are as described in the current Collective Bargaining Agreement.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Master's degree with valid PA certification
- Proficiency in the use of technology for individual communication and research

- Proficiency in presentation of technology to enhance small and large student group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contact
- Possess the skills necessary to effectively implement the district school counseling curriculum

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

1. Guides students through the development of educational, career, & personal plans through implementation of district counseling curriculum and other strategies and is responsible for the documentation of completed tasks.
2. Consults with staff in implementing the assigned tasks and services.
3. Counsels individual and/or small groups of students with presenting concerns.
4. Uses accepted theories & techniques appropriate to school counseling.
5. Consults and conferences with parents/guardians, staff, administrators, agencies & others to enhance ongoing work with students.
6. Uses an effective process for referring students & others toward special programs and services within and outside of the district.
7. Coordinates with appropriate Intervention Counselor, School Social Worker, Caseworker to follow-up &/or return to school transition.
8. Participates in the coordination of the building's standardized testing programs.
9. Interprets test & other appraisal results when necessary.
10. Uses other sources of student data appropriately for assessment purposes.
11. Works with Probation officers & the Juvenile Court system when necessary.
12. Oversees & maintains accurate student records.
13. Adheres to district policies & procedures.
14. Adheres to professional, ethical, and legal standards.
15. Participates in educational team meetings including MTSS, Pre-referral and Multidisciplinary Teams, SAP Team.
16. Serves as a member of the Gifted Multidisciplinary Team
17. Assists in the preparation of referrals for multidisciplinary evaluations.
18. Participates in Interagency Team meetings when requested.
19. Serves as a member of the Secondary Transition IEP meetings.
20. Serves as the 504-case manager for all students in their caseloads.

Position Title: Intervention Specialist

SUMMARY:

The Intervention Specialist is responsible for working with parents/guardians, administrators, staff, and agencies that refer for drug/alcohol and mental health concerns for students referred to the Student Assistance Program. The Specialist is responsible for coordinating the Student Assistance Program to ensure that those students referred achieve the maximum benefit from their educational opportunities.

REPORTING RELATIONSHIPS:

- Reports directly to the building principal to which they are assigned, and the Student Services Program.
- Works cooperatively with other administrators, supervisors, staff, parents/guardians, students and others to perform job responsibilities as outlined

TERMS OF EMPLOYMENT:

1. As outlined in the current Collective Bargaining Agreement
2. Salary (step/level placement) & Benefits are as described in the current Collective Bargaining Agreement.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Master's degree in Social Work, Psychology, Counseling or other related field with valid PA certification
- Certified Counselor and/or Home and School Visitor
- Minimum five years' experience in Drug & Alcohol and Mental Health
- Proficiency in the use of technology for individual communication and research
- Proficiency in presentation of technology to enhance small and large student group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contacts

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

1. Serves as a member of the District Crisis Team.
2. Coordinates the Student Assistance Program (SAP) at assigned school.
3. Consults and coordinates on an as needed basis with District staff regarding intervention strategies and interventions.
4. Participates in District committee meetings and other community meetings (CTC) as appropriate.
5. Acts as a liaison with the Council on Addictive Diseases and other community agencies
6. Provides and facilitates support groups for at-risk students (e.g.,-mental health issues, chemical dependency, social skills, anger management, grief etc.).
7. Conferences with parents/guardians, staff, administrators, & agencies that refers at-risk students.
8. Coordinates with counselors to monitor the progress of referred students in mental health and drug and alcohol treatment placements. Attend transition meetings as required.
9. Facilitates management of accurate student records & completes state reports for the Student Assistance Program.
10. Participates in educational team meetings. (e.g., MTSS, IEP/MDT, etc.) for at-risk students and at-risk issues.
11. Provides educational presentations to parents/ guardians, staff and community organizations.
12. Participates in inter-agency and Home-School-Community meetings as appropriate.
13. Serves as the primary building contact person with Crisis Intervention Services.
14. Coordinates prevention activities such as:
 - a. Students Against Destructive Decisions
 - b. Yellow Ribbon Campaign
 - c. Inservice and maintenance for Student Assistance Program staff
 - d. Parent / guardian education
 - e. Other
15. Coordinator for in school and outpatient services.
16. Will complete suicide risk assessments (SRA) and violent risk assessments (VRA) as needed and will sign off on all SRAs in the building.
17. Will submit all yearly SAP data to Pupil Services Specialist.
18. Any other duties as assigned by supervisor.

Appendix 1:

Career and College Portfolio Overview



Career & College Portfolio Student Checklist

The 8 required Career Activity Reflections (CARs) will help you discover the best path for your post secondary (after high school) plans! The opportunity to Choose Your Own activity, will help you pick activities that are best for you. Your counselor will review your portfolio with you to help you plan and reach your individual goals.

- Use this checklist to plan out how to complete your CARs.
- Students will complete at least two activities in 9th, 10th and 11th grades.
- Students must complete eight total activities by the end of junior year.
- Four activities are completed with your school counselor and four activities are student choice

9TH GRADE

- ☐ Career and Graduation Plan – with counselor
- ☐ Freshman Conf with counselor -- with counselor
- ☐ CHOOSE YOUR OWN
- ☐ CHOOSE YOUR OWN

Total completed by end of 9th grade: ____



10TH GRADE

- ☐ Career Research Project – with counselor
- ☐ CHOOSE YOUR OWN
- ☐ CHOOSE YOUR OWN
- ☐

Total completed by end of 10th grade: ____

11TH GRADE

- ☐ Junior Conference with counselor- with counselor
- ☐ CHOOSE YOUR OWN
- ☐ CHOOSE YOUR OWN
- ☐

Total completed by end of 11th grade: ____

CHOOSE YOUR OWN

- ☐ Group Project Reflection
- ☐ Industry Professional Live Chat Reflection
- ☐ Interview Reflection
- ☐ Mock Interview Reflection
- ☐ Road Trip Nation Reflection
- ☐ Skills for Success Reflection
- ☐ TCHS Shadow Day Reflection
- ☐ Career Day Reflection
- ☐ Job Skill Video
- ☐ AchieveWorks Personality Reflection
- ☐ Other (i.e. classroom assignment)

Total completed: 8 required

Choose Your Own!

You can choose four activities to complete on your own. There are several examples listed above. You can find information and directions about Choose Your Own activities in your Naviance account. **Document Resources** found on your Naviance homepage will connect you with directions and documents to complete and upload to your Naviance account. Directions for uploading documents to Naviance can be found [here](#) and [here](#)!

8th Grade individualized goals and plan

*1. My top 3 career interests are:

*2. Based on my career interests, which subjects are important to focus on in high school? (For example, if you want to be a nurse, biology and/or chemistry may be subjects that will be important to focus on).

*3. Which of the following options would interest you during high school? (check all that apply)

*4. My Post-Secondary plans are:

Three areas that I want to improve during high school are:

(Examples: Time management, organizing my daily materials, being punctual, be a self-advocate, actively participate in my education, ask questions, critical thinking, problem solving skills, research skills, innovation and curiosity, spoken and written communication, self-discipline, public speaking, listening, economic and financial literacy, humanitarianism, scientific reasoning, literacy, teamwork, information and communication technology, data interpretation, computer programming, ethical and social literacy, self-discipline, adaptability, taking initiative, civic responsibility)

9th grade individual conference

*1. Date:

(MM/DD/YYYY)

2. Preferred Name

*3. Transition into High School

*4. Tell me who your close friends are in High School.

*5. Tell me about your family; who lives in your home?

*6. What outside of school activities do you participate in?

*7. Activities you are currently are or have an interest in participating in High School?

*8. Name one faculty member that you can go to for help.

*9. What do you believe are a few of your strengths/things you are good at?

*10. What is something that challenges you or you want to improve?

*11. Career Interests; ideas

*12. What are your current post-secondary (after high school) plan?

(select answer)

13. If military, which branch?

*14. Are you interested in TCHS?

☐ Yes ☐ No

15. If yes, which program are you interested in?

*16. Do you know how to access our career education program information in Schoology?

☐ Yes ☐ No

*17. Review of Career and College Portfolio Requirements?

☐ Yes ☐ No

*18. Are you interested in playing varsity sports in college?

☐ Yes ☐ No

19. If yes, which sport:

*20. What is a goal you would like to achieve this year?

21. Any additional questions, concerns or things discussed in the conference.

*22. Items discussed during your conference:

☐ Grades, Credits & Promotion Requirements, Transcript, GPA and quality points

☐ Attendance

☐ Support Services

☐ Other

Graduation and Career Plan

Graduation and Career Plan											
Student Name:						Date:					
Career Interests:						Other classes to consider:					
Career Cluster: Interest: Post-Secondary Education Plan:											
Required		9 th Grade		10 th Grade		11 th Grade		12 th Grade		5.4	23.8
English	4	English 9	1	English 10	1	English 11	1	English 12	1		4
Social Science	4	African Asian	1	European and Latin American Studies	1	American History	1	Government/Economics	1		4
Math	3	Math	1	Math	1	Math	1				3
Science	3	Biology 1	1	Science	1	Science	1				3
Arts & Humanities	2		1		1						2
Health Education	1.2	Health Fitness	1	Health 10	0.6						1.6
Physical Education	1.6			PE 10	0.4	PE 11	0.4	PE 12	0.4		1.2
Elective	5		1		1		1			2	5
Elective											
Elective											
Elective											
Elective											
Credit Totals:			7		7		5.4		4.4		23.8

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Updated 2.6.2023

10th grade career research project

*1. 1st Career Choice: What do they do?

*2. What type of education do you need?

*3. What is the job outlook?

*4. How much money will you make?

*5. List three similar occupations.

*6. Where can you go for more information?

11th grade individual conference

*1. Date

 (MM/DD/YYYY)

*2. Review of transcript:

☐ Yes ☐ No

*3. Post High School Plan:

 (select address)

*4. What is your planned career?

*5. If you plan to attend post-secondary education, what is your planned major or program area?

*6. Total projected credits for end of 11th grade:

*7. GPA (through 10th grade):

*8. Review of remaining graduation requirements (5.4 min credits; Government/English 12/PE)

☐ Yes ☐ No

*9. Possible 12th grade schedule and notes:

*10. Standardized Test Notes (SAT, ACT, AP, other):

*11. What courses have you taken/are you going to take to help you support or prepare you for your career plan/goal?

*12. If applicable, which two teachers do you plan to ask for a letter of recommendation?

*13. Do you understand the benefits of participating in job shadowing, internship, or experiential learning experiences while in high school?

☐ Yes ☐ No

*14. What area(s) would you be interested in?

*15. What are your top three life skills that will lead to your success?

*16. Which skills do you need more help with?

17. Recommendations/conference notes from counselor:

*18. Have you completed your 8 graduation required activities for your Career and College portfolio?

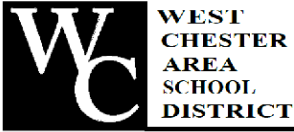
☐ Yes ☐ No

*19. After reviewing your career and college portfolio, provide a 2-3 sentence reflection. You can include your current career goals, plans for the future and how you have learned and changed from completing these activities.

*20. We discussed the following during the Junior Conference:

- ☐ Review of Career and College Portfolio, including 8 required graduation activities
- ☐ Credit Count, Transcript & Course Selection
- ☐ College/University Spreadsheet
- ☐ Application Process: (Common Application- <https://www.commonapp.org>)
- ☐ Counseling Office Website/Schoology/Resources for information
- ☐ NCAA-<http://eligibilitycenter.org>
- ☐ Check Naviance and Schoology for upcoming events & college rep visits
- ☐ College & Scholarship resources
- ☐ Think about asking for recommendation letters at end of Junior Year
- ☐ Fill out counselor recommendation questionnaire in Naviance
- ☐ Start adding colleges to the Colleges I'm Thinking about section of Naviance
- ☐ Keep track of all activities, both extracurricular and non-school related
- ☐ Discuss/create resume (skills, activities, jobs, extra-curricular)
- ☐ Experiential Learning Opportunities

‘Choose Your Own’ Examples:



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AchieveWorks Personality Assessment Reflection

Directions: After completing the AchieveWorks Personality assessment in Naviance, please complete these questions.

1. My Personality type is: (the 4 letters you received in your results; ex: INJT)
2. Are you surprised by anything in your results? Yes or no and please explain.
3. One career that might relate to me (my interest and personality). You can pick from 'see related careers' in your results.
4. What do you think are your top strengths or skills that might apply to your career plan?



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Career Interest Profiler Reflection

Directions: After completing the Career Interest Profiler assessment in Naviance, please complete these questions.

1. From your results list your scores below:
Social: _____
Realistic: _____
Investigative: _____
Enterprising: _____
Artistic: _____
Conventional: _____
2. List two careers you have an interest in from your top trait:
a. _____
b. _____
3. Based on your results and the careers you have an interest, what education level do you think you want to achieve? I.e. Graduate degree, vocational training
4. Did this assessment reinforce anything you already knew about yourself or did it help you discover something new?

Group Project Reflection

After completing a group project in any class, please complete these questions.

1. Name of class and project:
2. Write 2-3 sentences describing overall experience working with this group:
3. Did any conflicts occur? How did you handle it?
4. List 2 skills used during this experience. (Ex. active listening, time management)

Interview Reflection

Please complete these questions after any interview you complete and upload it into your Naviance account.

1. Where did you interview?

2. Did you feel prepared for the interview? YES/NO
3. Did they offer you the job? YES/NO
4. What could you have done better in this interview? ie. Spoke slower, dressed more professionally...

5. What did you do well in this interview?

Road Trip Nation Video Reflection

Directions: From your Naviance homepage, select 'Careers' at the top of the page. Choose 'Explore Roadtrip Nation Videos'. Select 'By Interests' and then choose 'Entrepreneurship'. Select any video you want to watch and answer the questions based on the video.

1. Name of person in video:

2. Briefly describe this person's story:

3. Name 3 personality traits you observed in this person or that they mentioned: (ie. Persistent, hardworking, resilient)

a. _____

b. _____

c. _____

4. Did this person's story help you think about your own career goals? Would you consider working for yourself and being an entrepreneur? Please explain in 1 or 2 sentences.

Mock Interview Reflection

Please complete these questions after your mock interview and upload it into your Naviance account.

1. Who interviewed you?

2. What could you have done better in this interview? ic. Spoke slower, dressed more professionally...

3. What did you do well in this interview?

4. If you were the interviewer, would you have offered you this 'job'? Why or why not?

TCIIS Shadow Day Reflection

Please complete these questions after your TCHS shadow day and upload it into your Naviance account.

1. What program(s) did you observe today?

2. Do you plan to attend TCIIS? YES/NO

3. What is your possible career path?

4. What skills do you think you will learn in your chosen program?

5. Do you think TCIIS will help you with your career journey? How?

Career Awareness, Career Retention, Career Acquisition, 13.1,2,3

Name:

Grade Level:

Class/subject:

Guest speaker:

What are your career interests? List 3.

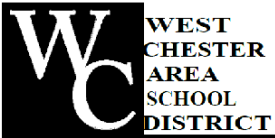
- 1.
- 2.
- 3.

How did the guest speaker relate to the material you are learning in class?

What leadership qualities and skills did this speaker have to make them successful in their field?

What would you have to do to obtain a job in this career field? Think of classes in High School and education needed.

If you wanted to learn more about this career or a related career, what are your next steps?



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Career Awareness, Career Retention, Career Acquisition, Entrepreneurship 13.1,2,3,4

Name:

Grade Level:

Class/subject:

How did this field trip relate to what you are learning in class?

What education would be needed to do this work? For example, consider high school courses and education/training after high school.

What skills and traits do you need for this field?

How could you start your own business in this industry/field?