

Warren County School District Comprehensive School Counseling Plan

Chapter 339 – Warren County School

Table of Contents

1. School Counselors and Assignments	p. 2
2. School-Counseling Department Mission Statement	p. 3
3. Program Goals	p. 3
4. Stakeholders	p. 3
5. Role of the School Counselor	p. 7
6. Advisory Council	p. 8
7. Program Calendar	p. 11
8. Program Delivery	p. 16
9. Curriculum Action Plan	p. 20
10. Organizing Career/Postsecondary Resources	p. 22
11. Individualized Academic/Career Plan	p. 24
12. Career and Technical Center Strategy	p. 25
13. Job Descriptions	p. 28

Chapter 339 K-12 Guidance Plan Outline

Warren County School District

Date: July 1, 2018

1. School Counselors and Assignments

Name	Building	Grade Levels	Ratio
Matt Menard	Beaty-Warren Middle School	7-8	328:1
Matthew Getner	Warren Area High School	9-12	371:1
Betsey Sobkowski	Warren Area High School	9-12	371:1
Steve Burick	Warren Area High School (AEDY) Beaty-Warren Middle School	9-12	20:1
		5-6	340:1
Missy McNett	Warren Area Elementary Center	K-2	455:1
Stephanie McNulty	Warren Area Elementary Center	3-4	296:1
Carrie Warner	Sheffield Area Middle Senior High School	6-12	297:1
Renee Getner	Youngsville Elementary Middle School	6-8	150:1
	Sheffield Elementary	K - 5	223:1
Susan Gizzie	Youngsville High School	9-12	261:1
Coleen Golab	Eisenhower Middle High School	7-12	425:1
Chris Demorest	Eisenhower Elementary School	K-6	422:1
Carrie Smaroff	Warren County Career Center	10-12	390:1
Laura Bierbower	Youngsville Elementary Middle School	K-5	370:1

2. School-Counseling Department Mission Statement

It is the mission of the Warren County School District's School Counseling Program to nurture the academic, career, social, and emotional potential of each student. The Warren County School District's School Counseling Program will collaborate with parents, educators, local business and community partners, to empower students to become career and college ready.

3. Program Goals

- All students in grades K – 12 will experience academic development through the participation of the Warren County School District College and Career Readiness Plan

Artifacts: Achievement of IEP goals, completion of CORE course work, and proficiency on state assessments

- All students in grades K – 12 will develop decision-making competencies as related to career and college planning and career awareness.

Artifacts: Student leadership opportunities, Individualized course selections, and completion of college and career readiness activities

- The counseling department will assist all student's K - 12 will be with issues of personal, social and emotional development.

Artifacts: Needs assessment, counseling curriculum, contracted mental health services, and district supported MTSS framework.

4. Stakeholders

Students

The students of the Warren County School District will participate in programs and activities that focus on developing their academic, career, and social skills in order to prepare them for the future. Students will be exposed to a variety of academic and extracurricular experiences that will help them make lifelong decisions regarding their goals, interests, and ambitions.

Students contribute to the delivery of the School Counseling Program through advisory meetings, peer mentoring, volunteer activities, leadership groups, and extracurricular activities. Students will create an

individualized career plan, through ongoing development of a career portfolio.

Parents/Guardians

Parents will be educated on information and opportunities to assist their child as they make decisions that will affect their future. Programs, such as FAFSA workshops, college and career forums, and cooperative education experiences will be offered. Parents will receive support from the School Counseling Program in preparing students with post-secondary planning.

Parents are key in the participation and collaboration of students' career decisions, which will be based on the students' strengths, aptitude, and interests.

Program Goal:	Standards Addressed:	Grade Level:	Activities/Event Description:	Data Used to Measure Impact:	Timeline Beginning and End:
Educate parents about our plan and the K – 12 guidance program	13.1.3 A,B,C, D, E, F, G, H 13.1.5 A, B, C, D, E, F, G, H	K – 12	Facebook School Website Open House Parent and Teacher Conferences	Number of followers Number of posts Number of attendees	On-Going Fall 2018 November 2018
Educate parents about career and technical education and all post-secondary options	13.1.11D, 13.1.11E	7 – 12	WCCC Expo FAFSA Workshops Open House Share course selection guides	Number of Attendees Number of course selection sheets returned with parent signature	Winter 2019 Fall 2018 Fall 2018 February 2019

Educators

Educators will have access to the mission and goals of the School Counseling program through the counseling website, school counseling bulletin/newsletters and presentations. Counselors and educators will encourage students to take courses related to their future interests and ambitions resulting in increased engagement in the classroom.

Counselors will work collaboratively with educators to provide ongoing

support and information for parents and students, regarding personal, social, emotional, academic and career development. Educators will incorporate career, academic and work standards in the classroom.

Program Goal:	Standards Addressed:	Grade Level:	Activities/Event Description:	Data Used to Measure Impact:	Timeline Beginning and End:
Meet and explain the K – 12 Counseling program to the staff	13.3.5 A, B, C	K – 12	Show video titled, Success in the New Economy, at one faculty meeting	Number attended	September 2018
Connect staff to outside resource to build the program	13.1.11 13.2.11	5 – 8	PA Career Zone – Activities WCSD Share Folder – Presented at Faculty Meeting	Number of Student Accounts Opened Number attended	September 2018 Fall 2018

Business/Community

The business community will benefit from the School Counseling Program by having access to future employees who have an understanding of the value of positive social interactions, teamwork, goal setting, communication, and the academic skills needed in the workforce.

As partners, the business community will provide opportunities for students to job shadow and provide support of the guidance curriculum in the area of workplace expectations. Social service agencies will provide the necessary resources to assist students with social and emotional issues to enhance the likelihood of students graduating and becoming productive members of the community.

Program Goal:	Standards Addressed:	Grade Level:	Activities/Event Description:	Data Used to Measure Impact:	Timeline Beginning and End:
Connect Business and Community partners with students to discuss what employers want	13.1.11 D, E, G, H 13.2.11 A, B, C, D, E	8 – 12	College/Career Fair 8 th Career Day	Number Attended	October 2018

Identify opportunities for students to connect with local business	13.1.8 A – C, E	8 – 12	Job Shadowing Coops Internships	Number of participants	September 2018 – June 2019
--------------------------------------------------------------------	-----------------	--------	---------------------------------------	------------------------	----------------------------

Post-Secondary

Post-secondary partners will work collaboratively with the school counseling program to expose students to post-secondary opportunities. Students will be provided an opportunity to make a connection regarding personal interests and post-secondary opportunities. As a result, students will be better prepared to make informed decisions on an effective career path in their post-secondary setting.

Post-secondary partners, such as, colleges, universities, technical schools, military and trade schools will assist the Warren County School District counselors by providing up-to-date information and opportunities that will help prepare students to achieve their personal goals. Students will be given the opportunity to meet with representatives from post-secondary partners to discuss program details.

Program Goal:	Standards Addressed:	Grade Level:	Activities/Event Description:	Data Used to Measure Impact:	Timeline Beginning and End:
Increase staff/parent awareness of Post-Secondary options	13.1.3-5	K – 12	School Counselor Web Page	Number of hits	On-Going
			College Fair	Number of Attended	October 2018
			College Campus Visit	Number of field trip forms	April 2019
Continue to invite post-secondary personal to maintain and build connections with our students	13.1.11 13.2.11 13.3.11	9 – 12	College Admission Officer Visit College & Career Fair Employers	Number of students attending events	September 2018 to June 2019

5. Role of the School Counselor

The school counselor's role is to develop the academic, personal/social, and career potential of each student and empower them to become self-reliant and productive members of society.

The school counselors in the Warren County School District strive to fulfill four essential roles.

Leader

As leaders, we take an active role in providing an up to date school counseling program that is designed to benefit all stakeholders. We administrate a comprehensive career development program and facilitate the development of a concrete post-secondary plan. We support and promote school initiatives through individual, group, and classroom intervention.

Activities Associated:

- Oversees implementation of Child Study and SAP
- Utilize PA-Career Zone
- Serve as a member on the School Wide Behavior Support Team

Advocate

As advocates, we promote individual growth for students in the areas of academic, career, and personal/social success. We assist students in developing an academic plan based on their interests and abilities. Our department advises students who have educational or personal issues. We advocate for students at educational and outside agency meetings. School counselors advocate for students so they may have access to the supports they need.

Activities Associated:

- Participate in the MTSS process, SAP, and pupil services.
- Provide student support for student learning through behavior plans and academic progress monitoring.
- Collaborate with others within and outside the school to help meet all students' needs.

Collaborator

As collaborators, we communicate with all stakeholders involved in our Comprehensive School Counseling Plan. Together, we meet the needs of our students and achieve our mission. We work with teachers in order to

implement guidance curriculum. School counselors also participate on school and district-level teams. We maintain communication with parents/guardians and outside agency providers about students' individual needs and progress.

Activities Associated:

- Provide a comprehensive school counseling program that engages the educational community to ensure that all students benefit from the program.
- Offer Parents/Guardians information to enhance the educational opportunities for students and their families.
- Collaborate with numerous outside agencies to provide needed resources and services for students.

Agent of Systemic Change

As agents of systemic change, we will continue to re-evaluate our program. We strive to help students develop their academic and personal/social potential, and create realistic and relevant post-secondary goals. Our department researches best practices in all domains. We initiate changes by sharing our knowledge with other stakeholders.

Activities Associated:

- Create social programs directed by counselors. Each level will participate in career development activities.
- Participate in the development of intervention strategies through Positive Behavior Support Plans, Functional Behavior Assessments, 504 Agreements, Gifted Individualized Education Program, and Individualized Education Program.
- Enlist support of stakeholders to increase student opportunities.

6. Advisory Council

The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals; reviewing program results; making recommendations about the school-counseling program; advocating and engaging in public relations for the school counseling program; advocating for funding and resources.

Members of the Warren County School District Advisory Council

Students

- Eisenhower Middle/Senior High School Student Council/Government President
- Sheffield Middle/Senior High School Student Council/Government President
- Warren Area High School Student Council/Government President
- Youngsville High School Student Council/Government President

Parents

- Parent from Central Attendance Area
- Parent from Eastern Attendance Area
- Parent from Northern Attendance Area
- Parent from Western Attendance Area

Educators

- Warren Area High School Counselor
- Warren County Career Center Counselor
- Sheffield Area Middle High School Counselor
- Warren County School District Academic Teacher Coach
- Curriculum Coordinator for School Counselors
- Curriculum Coordinator for English Language Arts
- Curriculum Coordinator for Mathematics
- Curriculum Coordinator for Science
- Curriculum Coordinator for Social Studies

Business/Community

- Whirley Drink Works Representative
- Betts Industry Representative
- Ellwood Representative
- Rouse Estates Representative
- Warren County Chamber of Business and Industry Representative
- Warren General Hospital Representative
- Blues Stem Brands Inc. Representative
- Northwest Bank Representative
- United Refinery Company Representative

Post-Secondary

- Clarion University Representative
- Northern Pennsylvania Regional College Representative
- St. Bonaventure University Representative
- University of Pittsburgh-Bradford Representative



WARREN COUNTY SCHOOL DISTRICT

CENTRAL ADMINISTRATIVE OFFICES
6820 MARKET STREET
RUSSELL PA 16345-3408

AMY J. STEWART
SUPERINTENDENT

Dear _____,

Because of your interest and commitment to education, and to the students of the Warren County School District, the college and career ready core team is inviting you to become a member of the Warren County School District College and Career Development Advisory Council. The counselors are confident that you will be able to provide an invaluable service to our school as we work to continually improve our programs.

The advisory council will be comprised of outstanding school and community leaders who will be tasked with reviewing our programming efforts and making recommendations regarding student and community needs.

The advisory council will meet twice a year, with the first meeting scheduled as a luncheon at the Warren County Career Center for May 9, 2019 at 12pm. Please give this invitation careful consideration and inform us of your decision by April 20. Please respond via email to mineweasere@wcsdpa.org. Your acceptance of council membership will greatly enhance our school-counseling program and opportunities for our students.

Sincerely,

Eric E. Mineweaser
Supervisor of Secondary Education
Warren County School District

7. Program Calendars

Warren County School District Elementary Monthly Counseling Calendar

July		January	
Academic:		Academic:	<ul style="list-style-type: none"> Plan and lead Child Study Meetings
Career:		Career:	<ul style="list-style-type: none"> Review top ten skills and traits employees want
Personal/Social:		Personal/Social:	
August		February	
Academic:	<ul style="list-style-type: none"> Faculty Meeting-updates on SAP or other counseling related topics/duties at beginning of year meeting Attend Professional Development trainings 	Academic:	<ul style="list-style-type: none"> Course selection presentations
Career:		Career:	
Personal/Social:	<ul style="list-style-type: none"> New student and Kindergarten Orientation Support Kindergarten teachers during first weeks of school 	Personal/Social:	
September		March	
Academic:		Academic:	<ul style="list-style-type: none"> Plan and lead Child Study meetings
Career:	<ul style="list-style-type: none"> List of three interest and three hobbies 	Career:	<ul style="list-style-type: none"> Role of community helpers activity Complete an online career interest assessment – PA Career Zone
Personal/Social:	<ul style="list-style-type: none"> Classroom visits and student programs to discuss SWPBIS expectations Open House 	Personal/Social:	
October		April	
Academic:	<ul style="list-style-type: none"> Red Ribbon Week Plan and lead Child Study meetings 		
Academic:	Red Ribbon Week <ul style="list-style-type: none"> Plan and lead Child Study Meetings 	Academic:	<ul style="list-style-type: none"> PSSA preparation, organization, administration, and secure return of materials
Career:	<ul style="list-style-type: none"> Define entrepreneurship and generate an idea for a new business and design a new logo Students will email a friend as compared to an employer 	Career:	<ul style="list-style-type: none"> Warren County Career Center Tour 5th
Personal/Social:		Personal/Social:	

November	May
Academic: <ul style="list-style-type: none"> • Parent Teacher Conferences 	Academic:
Career:	Career: <ul style="list-style-type: none"> • Interview • a parent/relative about current and past career choices • Everfi Vault • Woodmobile
Personal/Social:	Personal/Social: <ul style="list-style-type: none"> • Help with planning End of year Assembly
December	June
Academic:	Academic: <ul style="list-style-type: none"> • Assist with class assignment for following school year
Career:	Career: <ul style="list-style-type: none"> • Agriculture Day K-5
Personal/Social: Facilitate resources for families in need during the holidays	Personal/Social:

Warren County School District Middle Level Monthly Counseling Calendar

July	January
Academic:	Academic: <ul style="list-style-type: none"> • Plan and lead Child Study meetings
Career:	Career: <ul style="list-style-type: none"> • Winter Expo Warren County Career Center 7-8 • Create an academic and career plan
Personal/Social:	Personal/Social:
August	February
Academic: <ul style="list-style-type: none"> • Assign new student schedules • Faculty Meeting-updates on SAP or other counseling related topics/duties at beginning of year meeting • Attend Professional Development trainings 	Academic: <ul style="list-style-type: none"> • Course Selection Presentations
Career:	Career:
Personal/Social: <ul style="list-style-type: none"> • Middle Level Student Orientation • Meet with all new students 	Personal/Social:
September	March
Academic:	Academic: <ul style="list-style-type: none"> • Plan and lead Child Study Meetings
Career:	Career:

Personal/Social: <ul style="list-style-type: none"> Classroom visits and student programs to discuss SWPBIS expectations Open House 	Personal/Social:
October	April
Academic: <ul style="list-style-type: none"> STEM Challenge College Visit 7th Red Ribbon Week Plan and lead Child Study meetings 	Academic: <ul style="list-style-type: none"> PSSA preparation, organization, administration, and secure return of materials College Visit 7th
Career:	Career:
Personal/Social:	Personal/Social:
November	May
Academic: <ul style="list-style-type: none"> College Visit Penn State Behrend Parent Teacher Conferences 	Academic: <ul style="list-style-type: none"> Keystone Exams
Career: <ul style="list-style-type: none"> Career Day 8th Complete online career interest assessment – PA Career Zone 	Career:
Personal/Social: <ul style="list-style-type: none"> YMCA team building activities 7th 	Personal/Social:
December	June
Academic:	Academic: <ul style="list-style-type: none"> Complete SAFE (SAP) data online to state, update student files that went through SAFE (SAP) Review student schedules
Career:	Career:
Personal/Social: Facilitate resources for families in need during the holidays	Personal/Social:

Warren County School District High School Monthly Counseling Calendar

July		January	
Academic:		Academic:	
		<ul style="list-style-type: none"> • Keystone Exams • College in HS spring enrollment options 	
Career:		Career:	
		<ul style="list-style-type: none"> • Winter Expo Warren County Career Center 9-11 • Skills FBLA and DECA Competitions WCCC 	
Personal/Social:		Personal/Social:	
August		February	
Academic:		Academic:	
<ul style="list-style-type: none"> • Meet with individual students new to district • Review four-year graduation credits • Create new schedules based on previous records and school's graduation requirements • Review scheduling issues and make scheduling adjustments 		<ul style="list-style-type: none"> • Course selection presentation 9 – 11 • Produce senior danger of failing list and notify parent with letter • Scholarship Review 	
Career:		Career:	
<ul style="list-style-type: none"> • Incoming new students review their career options and goals and how that may relate to future course selections. 		<ul style="list-style-type: none"> • Complete Resume • Warren County Career Center Tour 9th 	
Personal/Social:		Personal/Social:	
September		March	
Academic:		Academic:	
<ul style="list-style-type: none"> • Pre-NOCTI • Individual senior planning meetings 		<ul style="list-style-type: none"> • NOCTI • SAT planning • AP registration process 	
Career:		Career:	
<ul style="list-style-type: none"> • ASVAB 11th • Career Objective Forms 10th-12th WCCC 		<ul style="list-style-type: none"> • PA Career Zone – Selecting a field of study 	
Personal/Social:		Personal/Social:	
October		April	
Academic:		Academic:	
<ul style="list-style-type: none"> • PSAT 10th, 11th • SAT 10th-12th • FAFSA Workshop for Parents & Students • College Fair 11th-12th • Financial Aid Workshop for Parents & Students • STEM Challenge Edinboro 9 – 10 • Continue individual senior planning meetings • Class meetings 		<ul style="list-style-type: none"> • Third marking period failure review 	
Career:		Career:	
<ul style="list-style-type: none"> • Evaluate time management strategies, effective for home and work – Create their own daily time map for one week. 		<ul style="list-style-type: none"> • Job Interview Critiques 	

Personal/Social:	Personal/Social:
November	May
Academic: <ul style="list-style-type: none"> • First quarter grade checks • Continue individual grade level conferences • Process scholarship applications 	Academic: <ul style="list-style-type: none"> • SAT 10th-12th • Keystone Exams • Advertise summer school options
Career: <ul style="list-style-type: none"> • Career Exploration Days 11th-12th • Manufacturing Day 9th-12th 	Career: <ul style="list-style-type: none"> • Complete Job Application • Writing Prompt • Organize Senior Award Ceremony
Personal/Social:	Personal/Social:
December	June
Academic:	Academic: <ul style="list-style-type: none"> • Final senior transcripts • Update class rank lists • Grade anomalies
Career: <ul style="list-style-type: none"> • Marketing Day 10th-12th • Skills USA Leadership Conference • Conflict Resolution • PA Career Zone – Budgeting your future 	Career:
Personal/Social: <ul style="list-style-type: none"> • Facilitate resources for families in need during the holidays 	Personal/Social: <ul style="list-style-type: none"> • SAP Reporting

8. Program Delivery System:

Elementary Schools 2018-2019

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students 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 student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic Guidance classes; school success; staying safe-bus and fire safety; advise students on character education	Academic Parent/teacher/student conferences; psychological screenings	Academic Advise students on career exploration	Academic Input for ER, RR, GIEP, and 504, IEP; participate in Child Study meetings
Career Guidance classes on career awareness and preparation; Chapter 339 Activities	Career Chapter 339 Activities	Career Individual College and Career Readiness portfolios; Chapter 339 Activities www.pacareerzone.org	Career Chapter 339 Activities
Personal/Social Guidance classes on getting along with others, manners, bullying safety, and feelings	Personal/Social Individual counseling; Parent/teacher/student conferences	Personal/Social Individual student behavior planning to support academic progress	Personal/Social Coordinating meetings with outside agencies; Participation in school and district wide crisis team as needed
Counselor Role Classroom guidance lessons	Counselor Role Individual/group counseling; consultation; parent conferences	Counselor Role Individual counseling; student course scheduling	Counselor Role Special education meetings; Student Assistance Program; Child Study
Percentage of Time 40%	Percentage of Time 25%	Percentage of Time 5%	Percentage of Time 30%

**Middle School
2018-2019**

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-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 student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic Grade level presentations on academic expectations; transition programs including 5 th grade and 8 th grade orientations	Academic Career Day program for 8 th grade; psychological screening coordination	Academic Attendance at CST meetings; second semester meetings with students who are in danger of failing; mid-year academic appointments	Academic PSSA Prep and Administration; participating in grade level team meetings; participation in Child Study team meetings; input for ER, RR, GIEP, and 504, IEP; 8 th grade high school tours
Career 8 th grade Career Fair; 8 th grade transitions; 5 th grade college and career readiness activity; Chapter 339 Activities	Career Chapter 339 Activities	Career Chapter 339 Activities	Career Events preparation including transportation, chaperones, and scheduling; Chapter 339 Activities
Personal/Social Guidance lessons related to grade specific needs including bullying, friendships, agency meetings, and the WCSD harassment policy	Personal/Social Response to student needs and/or crises; participation in agency team meetings and reviews;	Personal/Social Individual counseling as needed; crisis response	Personal/Social Coordinating meetings with outside agencies as needed to support the student/family needs; participation in agency team meetings; participation in school and district wide crisis team as needed
Counselor Role	Counselor Role	Counselor Role	Counselor Role

Classroom guidance lessons, consultation, coordination of business partners	Individual/group counseling, consultation, parent conferences, academic success lessons	Individual counseling; participation in team meetings; coordination of programs	Grade level meetings; preparing and administering testing; special education meetings; SWPBIS meetings
Percentage of Time 15%	Percentage of Time 30%	Percentage of Time 25%	Percentage of Time 30%

**High School
2018-2019**

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-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 student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic 9 th grade orientation; 1 st day of school grade level assemblies; talks on graduation requirements; scheduling course selection	Academic Parent phone calls; teacher concerns; meet with at-risk students (progress reports); develop program for at-risk students; CAASP; regular education screening; agency meetings	Academic Input for ER, RR, 504, GIEPs, IEP	Academic Consultation with teachers; letters of recommendation; transcripts; new enrollments; schedule changes; PSAT registration and administration; PSSA retest scheduling and administration; Keystone administration/proctoring; AP registration and proctoring CDT & keystone setup; local assessments; summer school registration; master schedule development/revisions /changes

Career 8 th Grade course selection presentation; course selection, assemblies; 10 th Grade Career Fair; 12 th grade post-secondary planning interviews; ASVAB; Chapter 339 Activities	Career Chapter 339 Activities	Career Course selection; Chapter 339 Activities	Career Open house nights; college rep visits; financial aid night; Chapter 339 Activities
Personal/Social Student interviews; group counseling topics	Personal/Social SAP team member/case manager; crisis response	Personal/Social Individual counseling & peer counseling as needed	Personal/Social Crisis team member; participation in SAP team meetings; SWPBS team member
Counselor Role Whole group presentations coordination of business partners	Counselor Role Individual counseling; consultation; parent conferences	Counselor Role Individual counseling; acting as a team member; coordination of programs	Counselor Role Grade level meetings; preparing and administering testing; special education meetings; agency meetings; SWPBS meetings
Percentage of Time 5%	Percentage of Time 20%	Percentage of Time 35%	Percentage of Time 40%

9. Curriculum Action Plan

	Activity	Month	Evidence	CEW Cluster	Standard(s)	Person Responsible
Kindergarten	Generate list of 3 interests and 3 hobbies	September	Student Work	Career Awareness & Preparation	13.1.3	Classroom Teacher
1st Grade	Define role of community helpers in relation to workplace skills	March-April	Student Assessment	Career Acquisition	13.2.3 6.5.B	Classroom Teacher
2nd Grade	Review top ten skills/traits employees want	January	Student Assessment	Career Retention & Advancement	13.3.3 8.2.C.2	Social Studies Teacher
3rd Grade	Define entrepreneurship. Students as a small group will generate an idea for a new business. Design logo for the company and talk about what they need for developing this business.	October	Company Logo	Entrepreneurship	13.4.3 8.2.A.3	Social Studies Teacher
	Explore career options as it relates to agriculture (Woodmobile)	May	Students will write a two paragraph essay of what they experienced while attending the Woodmobile, as well as explaining one career option that is related to agriculture.	Career Awareness and Preparation	13.1.5	Social Studies Teacher
4th Grade	Compare differences in writing techniques used in a conversation with a friend versus a prospective employer. Interview a parent or relative about their current/past career choices. Students will review what they have done to keep their career or be promoted.	October	Email to friend Email to prospective employer	Career Acquisition	13.2.5 CC.1.4.4.U	English Language Arts Teacher
		May	Interview Worksheet	Career Awareness and Preparation - Career Retention and Advancement	13.1.5 13.3.5	Classroom Teacher

5th Grade	Complete an online career interest assessment.	March	Interest Inventory Results	Career Awareness and Preparation	13.1.5	Classroom Teacher/School Counselor
	Tour of Warren County Career Center	April	Written reflection of shops	Career Awareness and Preparation	13.1.5	Classroom Teacher/WCCC teachers
	Everfi Vault	May	Certificate of Completion	Career Awareness and Preparation; Career Acquisition; Career Retention and Advancement; Entrepreneurship	13.3.5.D 13.1.5.A 13.2.5.F 13.4.5.A 13.1.5.D 13.2.5.E	Math Teacher
6th Grade	Navigate job sites and find a "dream" job.	September	Job Application	Career Acquisition	13.2.8	School Counselor
	Discuss non-typical career options, as related to opportunity.	May	Career questionnaire	Career Awareness and Preparation	13.1.8	Building Administrator
7th Grade	College/University Tour. List different job titles/levels from your career path that need technical training, an associate's degree, a four-year degree, and a masters/professional degree.	November	Reflection of college visit	Career Awareness and Preparation	13.1.8	School Counselor/English Teacher
	Interview your principal. Ask what qualities helped him/her to be hired for the job as principal and what previous jobs had helped with the preparation to become a principal and the qualities they look for in employees.	March	Written reflection	Career Retention and Advancement	13.3.8	Building Principal
	YMCA Invasion	November	Written reflection	Career Retention and Advancement	13.3.8	Team Leader/Counselor
8th Grade	Complete an online career interest assessment.	November	Interest Inventory Results	Career Awareness and Preparation	13.1.8	Advisory Teacher/School Counselor
	Create an academic and career plan	January	Career Portfolio	Career Awareness and Preparation	13.1.8	Advisory Teacher/School Counselor
	Interview a local small business owner. Include questions concerning wages, benefits, job security, and overhead.	April	Interview Summary	Entrepreneurship	13.4.8	Building Principal/Counselor
	Complete Work Importance Profiler on PA Career Zone	February	Profiler Results	Career Awareness and Preparation	13.1.8	Advisory Teacher/School Counselor
	Career Day	November	Reflection	Career Awareness and Preparation	13.1.8	Team Leader/Guidance
9th Grade	WCCC Visit	January	Reflection	Career Awareness and preparation	13.1.11	Counselor/English Teacher
	Job Interview Critiques	April		Career Acquisition	13.2.11	Advisory Teacher
	Time Management Activity	October	Week Long Time Log	Career Retention and Advancement	13.3.11	Advisory Teacher
10th Grade	PA Career Zone-Choosing a Field of Study (Research 3 Fields of Study)	April	Digital Certificate	Career Awareness and preparation	13.1.11	Counselor
	Shark Tank Video Review	March	Reflection	Entrepreneurship	13.4.11	Advisory Teacher
	Complete Skills Profiler on PA Career Zone	February	Profiler Results	Career Acquisition	13.2.11	Advisory Teacher
	Complete Job Application	May	Completed Application	Career Acquisition	13.2.11	Advisory Teacher
11th Grade	Complete Initial Resume and Cover Letter	February	Rubric and Resume	Career Acquisition	13.2.11	Advisory Teacher
	Complete the PA Career Zone "Budgeting Your Future"	December	Printed Summary	Career Retention and Advancement	13.3.11	Advisory Teacher
	Writing Prompt	May	Student Work	Career Retention and Advancement	13.3.11	ELA Teacher
12th grade	Revision of Resume and Cover Letter	February	Rubric and Resume	Career Acquisition	13.2.11	ELA Teacher
	Review of Graduation Requirements	October/November	Counselor Checklist	Career Acquisition	13.2.11	Counselor
	Review of College and Career Readiness Portfolio	October/November	Signed Folder	Career Acquisition	13.2.11	Counselor
	Plan for Future Essay	March	Rubric and Resume	Career Awareness and Acquisition	13.1.11	Advisory Teacher

10. Organizing Career/Post-Secondary Resources

Career Resource Links – Online Resources/Internet Based Links	
A listing of postsecondary schools including business, trade and technical schools, colleges, and universities	www.universities.com
American School Counselor Association (ASCA)	www.schoolcounselor.org
An interactive guide listing over 5,000 colleges and universities worldwide	www.justcolleges.com
Perkins Collaborative Resource Network	www.acrnetwork.org
Braintrack University Index lists over 6600 links to higher education institutions in 170 countries	www.braintrack.com
Comprehensive website for PA students planning to attend college; covers financial aid, career center, school selection	www.educationplanner.org
American Education Services - Free career information	www.aessuccess.org
Lists colleges and universities in the US and provides Web links	www.collegescolleges.com
Ohio Career Information System	www.ocis.org
PA Career Guide and Teacher's Resource booklet (click on Products)	www.paworkstats.state.pa.us
PA Career Zone	www.pacareerzone.org
PA Disability Services	www.dli.state.pa.us
PA Higher Education Assistance Agency (PHEAA)	www.pheaa.org
PA School Counselor Association (PSCA)	www.pasca-web.org
PA Tool Kit Career Education and Work Standards	www.pacareerstandards.com
Parent Guide for Career Information (click on PTA Programs, click on 'more' under Programs, click on 'more' under 'PTA Goes to Work,' click on 'more' under 'Parent Guide,' and download)	www.pta.org
Provides facts and figures on schools in addition to Web links for American schools	www.petersons.com
The 'Real Game' series (Games for every grade level (grade 3-adult), teaching career exploration/research, work skills, and character building. Call 1-800-700-8940 to order games and facilitator's kit or call 722-	www.realgame.com

461-4164 (Ethel Keeley or ethelkeeley@earthlink.net) for on-line training.)	
Virginia Career Information System	www.vaview.vt.edu
Vocational Education Center	www.khake.com
Workforce Information and Analysis -- Keyword: Labor Market Information	www.dli.state.pa.us
America's Career InfoNet	www.acinet.org
America's Job Bank (AJB)	www.ajb.org
Career OneStop	www.careeronestop.org
National Toll-Free Help Line	877-US-2JOBS
Teaching Careers and Degree Information	www.teachercertificationdegrees.com

In Person Local Resources	
Type	Resource
Organizations/Agencies	<ul style="list-style-type: none"> • Bollinger Enterprises, Inc. 814- 723-6000 • Office of Vocational Rehabilitation 814-723-2700 • Warren Career link 814-723-5040 • Warren County School to Work Partnership 814-723-3222 • Jamestown Community College Warren Center 814-723-3577 • Warren Forest Higher Education Council 814-723-3222
Community and State Agencies	<ul style="list-style-type: none"> • American Red Cross – 866-311-3832 • Boy Scouts – 814-723-6700 • Girl Scouts – 814-723-4990 • Warren YMCA – 814-726-0111 • United Fund – 814-726-0292
Publications/Documents	<ul style="list-style-type: none"> • PA Career Guide • Military Information Publications • PSAT Practice Books • PHEAA/FAFSA Publications • WCSD School Profile • WCSD Report Card

11. Individualized Academic Career Plan

Demographics and Logistics:

Warren County School District students will begin their academic career plan and portfolio in 1st grade. They will develop their plan and portfolio, which will follow them through twelfth grade. We will print a hard copy that will be placed in their personal College and Career Readiness folder. It will be maintained and stored by Warren County School District counselors and administration and can be accessed at any time. In the future, we intend to have the career plan accessible online for the students. Demographic information will include student name and date of birth.

Interventions and Assessments:

The following interventions will be used with Warren County School District students: Woodmobile (3), PA Career Zone (8, 10, 11), Armed Services Vocational Aptitude Battery (ASVAB/11), Career Interest Assessment (5,8), Everfi Vault (5), and college tours (7). All students' grades 1 – 12 will complete a template of the career academic plan.

Parental Engagement:

Information regarding a student's academic career plan will be provided during open house, on the district website, Facebook page, and in school newsletters. Parents receive information regarding the high school and course selection guides during the spring of each school year. In grades 9 -12 students meet with their faculty advisor and school counselor to review course selections, credits, and discuss future career and educational goals. Students and parents will sign their course selection sheets in grades 9 – 12 prior to turning them in for submission and scheduling.

Faculty Engagement:

Teachers and administrators at all levels (elementary, middle, and high school) will be informed of the career plan process during faculty meetings and professional development days. The plans will be maintained in the guidance office for faculty members to have access to them. Middle and High school advisory teachers will work with the students as they develop their plans for completion and graduation.

Plan/Portfolio Sustainability and Review:

Student's plans will be revisited yearly through the scope and sequence of curriculum, ongoing within the classroom, and with individual student meetings during advisory. Students will access information regarding their high school course and electives via the student handbook, online, and/or available upon request. The students will continue the process throughout middle high school using the academic career plan to guide them as a reference of their traits, interests, and academic strengths.

12. Career and Technical Center Strategy

Student Awareness

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
5 th and 9 th	WCCC Visit	WCCC	WCCC enrollment	March/January	Guidance Counselors/Carrie Smaroff
10 th -12 th	Course Selection	WCSD Guidance	WCCC enrollment	February	Guidance Counselors
9 th -12 th	WCCC Expo	WCCC	WCCC enrollment	January	
K-12 th	Online program description	WCCC	WCCC enrollment	All Year	Tammy Swanson
8 th	Hands on activities presented at Career Day	WCCC/Warren-Forest Hi Ed	WCCC enrollment	October	WCCC Faculty
6 th -12 th	Teaming between WCCC teachers and core content teachers	WCCC/WCSD with TAP	Keystone Results	February - June	WCCC Faculty and Secondary Math Instructors
5 th and 9 th	WCCC Counselor presentations	WCCC	WCCC enrollment	February	Carrie Smaroff

Parent Awareness

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
WCCC Expo	January	WCCC	WCCC enrollment	James Evers
Course Selection	February	WCSD - guidance	WCCC enrollment	Carrie Smaroff or WCSD guidance
Online Program Description	All Year	WCCC	WCCC enrollment	Tammy Swanson
WTO Non-Traditional Student Articles	Monthly	WCCC/WTO	WCCC Non-Traditional Enrollment	Jim Evers

Educator Awareness

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
WCCC Expo	January	WCCC	WCCC enrollment	James Evers
WCCC Visit	January/March	WCCC	WCCC enrollment	Carrie Smaroff
Online Program Description	All Year	WCCC	WCCC enrollment	Tammy Swanson
Hands on Activities Presented at Career Day	October	WCCC-Warren Forest Hi-Ed	WCCC enrollment	James Evers or Jesse DeLouf
Teaming between WCCC teachers and core content teachers	February - June	WCCC/WCSD with TAP	Keystone results	James Evers
WCCC Counselor presentations	January	WCCCC	WCCC enrollment	Carrie Smaroff

Dual Enrollment: Penn NOW – through Penn State University

- a. Electronics
- b. Welding
- c. Computer Maintenance

Articulation Agreements:

1. PA Statewide Articulation Agreement (any school in PA currently receiving Perkins funding)
2. Pittsburgh Technical College
 - a. Culinary
 - b. Electronics
 - c. Pre-Engineering
 - d. Protective Services
 - e. Welding
3. Mercyhurst University – Culinary
4. University of Northwestern Ohio – Auto Tech
5. Precision Manufacturing Institute – Machine Tech
6. Alfred State – Culinary
7. Triangle Tech
 - a. BCO
 - b. Pre-Engineering
 - c. Welding

NOCTI – end of program assessment for all programs EXCEPT Machine Tech

NIMS – continuous assessment for Machine Tech

Industry Certifications:

OSHA

SP 2

ASE

AWS

Microsoft Office – Power Point

CPR/First Aid

AED

Health Care OSHA

Direct Care Worker

Health Mart Safety

Heart Saver First Aid

Certified Nurse Assistant (through COOP)

Comp TIA

National Rule

Valvoline

PA State Inspection License (returning soon)

Outdoor Power Equipment & Engine Association: Equipment and Engine Training
Council

Original Engine Manufacturers (OEM) program

13. Job Descriptions

WARREN COUNTY SCHOOL DISTRICT ***Job Description***

School Counselor

Supervisor: Building Administrator(s)

Evaluator: Principal

Department: Certificated Staff

JOB SUMMARY:

To help all students develop skills in the areas of personal/social growth, educational planning, and career and vocational development.

Education and Experience:

The requirement for this position are a minimum of a bachelor's degree and appropriate Pennsylvania Department of Education (PDE) certification and qualifications prescribed by law.

Essential functions of the job may include but are not limited to the following:

- Develops and coordinates a school counseling program in collaboration with the District Administration and school counseling department that includes individualized education, career planning, and other activities necessary for a successful program. Focuses attention on every student's academic, career, and personal-social development needs and collaborates with others within and outside the school to meet them. Implements a guidance curriculum and responds to teacher invitations to provide classroom guidance lessons on topics such as character education, career and work-related goals/issues, development of life skills, etc. Seeks input from and revises program to better meet the needs of the school as necessary.
- Abides by federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations.
- Provides individual or small group counseling toward social and emotional growth, new student orientation, at-risk assessment and crisis intervention to include students who are failing classes, exhibit absentee patterns, and in consultation with students outside agency (if applicable). Provides goal-oriented counseling in systematic response to identified needs.
- Respond to crisis management situations, as needed.
- Provides post-secondary and vocational programming opportunities to high school students.
- Coordinates services and assists with making referrals to community agencies.

- Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data in order to discover and develop their special abilities. Provides information and access to additional resources on potential jobs/career that align with student's abilities and interest.
- Works with building administration to enter and track all data and scheduling of students.
- Work with Virtual Academy to ensure cyber students obtain necessary credit requirements and benchmark assessment proficiencies for graduation.
- Works with building administration to oversee course scheduling for all traditional, nontraditional, and learning support students and confers with parents and teachers to provide support whenever necessary.
- Communicates with teachers and staff members to familiarize them with the general range of services offered by the department in order to improve the educational prospects of individual students being counseled.
- Builds a counseling schedule to provide character education and career related lessons for students
- Coordinates opportunity for students to take assessments related to post-secondary education such as the PSAT, SAT, ACT or AP examinations.
- Assists with District preparation for state-mandated testing.
- Provides and annually updates a listing of all scholarship opportunities for students. Ensures scholarship opportunities are available online via school website.
- Updates and monitors school counseling website per building.
- Participates in IEP, GIEP meetings or Section 504 service agreement meetings, as requested.
- Participates in, coordinates, and maintains records on the Child Study process.
- Participates in Student Assistance Program and completes year-end reporting.
- Completes written reports as required by Federal, State, and Local agencies.
- Maintains as calendar of activities and services of the school counseling program.
- Assists building administration on disciplinary issues, such as tardiness, and follows-up with student to monitor behavioral progress.
- In conjunction with building administration and special education supervisor, periodically monitors data on student progress relating to implementation of individualized instructional or behavior interventions and assists with modifications when indicated. Works in collaboration with others to resolve students' educational needs, including those related to IEP's and GIEP's.
- Monitors student progress toward meeting all graduation requirements and works with those who face problems with sufficient credits toward graduation. Supports student's post-graduation process by building transcripts and maintaining graduation credit counts per student, counseling and advising students on the college application process, and writing letters of recommendation.
- Assists with college and career readiness activities as related to the District counseling program.
- Monitors and keeps track of proficiency levels of state mandated standards testing; Works with building administration to develop and implement remediation plan for students.
- Interprets and communicates information regarding school counseling to the community as well as potential stakeholders outside of the classroom.
- Participates in student referrals to homebound instruction, alternative education, and similar out of school placements.
- Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information.
- Performs in accordance with school policy, administrative regulations, state and federal laws.

- Performs other duties as assigned.

Other functions of the job include but are not limited to the following

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Complete required District and/or State training
- Understanding of the Warren County School District curriculum, benchmarks, PA Standards, and appropriate assessments.
- Excellent interpersonal skills and demonstrate ability to establish and maintain professional relationships with families, students, and staff
- Ability to communicate effectively orally and in writing.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Must be aware of and comfortable using computer and technological applications as educational and communication tools.

Physical Demands and Environmental Factors Associated with This Position

- Must be able to walk, run, bend, and squat to attend to children
- May be required to lift, carry, and position ill and injured children

Other

- Complete required District and/or State training
- The Warren County School District will make reasonable accommodations to assist in the performance of duties when necessary to comply with the law.
- This job description will be reviewed periodically as duties and responsibilities change with business necessity and the needs of the District. Essential and marginal job functions are subject to modification.

