

Muncy School District

1. School Counselors and Assignments:

- Jean Daniels- Muncy Elementary School grades K-6; 460:1
- Jeanne Rogan– Muncy High School grades 7-8; 160:1
- Abby Brown – Muncy High School grades 9-10; 141:1
- Erik Berthold – Muncy High School grades 10-12; 165:1

2. School-Counseling Department Mission Statement

The mission of the Muncy School District is to provide a comprehensive program that helps facilitate and develop our students' academic, career, social, and emotional strengths, and to empower and inspire them to become life-long productive learners and citizens engaged in their school and community.

3. Stakeholders: Role of School Personnel and the Community in the K-12 School Counseling Program

Students

- Students of Muncy School District will receive curriculum focused on academic, career, and personal/social skills that will allow them to build character and make informed decisions concerning their future.
- Students will participate in individual student career planning to develop goals related to their interests and abilities through career planning software and the graduation project.
- Students can provide feedback on the needs of the student body and effectiveness of current services being provided.
- Students will gain an understanding of a broad range of careers and be able to narrow down their interests and come up with a career goal.
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Parents

- Parents play an instrumental role in helping children with course selection, career and college exploration, and college/career choices.
- Parents will be made aware of ongoing guidance counseling services/opportunities that will help foster student awareness and exposure to careers and encourage children to take part in/attend.
- Parents will provide input to the school counseling program through their participation in school career programming, as well as serving on the advisory council and volunteering time toward career planning activities as needed.
- Parents will play an integral role in helping their child choose a career path.

Educators

- Educators will be asked to promote the mission of the Muncy school counseling program.
- Educators play an integral role in the reinforcement of the skills and concepts that are brought to their students by the school counselor.
- In support of classroom guidance, teachers review and reinforce concepts with students, especially skills such as teamwork, effort, and getting along with others.
- Teachers help to embed career exploration and development in their various curriculums by linking school to the world of work.
- Educators will work collaboratively with counselors to ensure that the needs of all students are met.

- Educators will be asked to serve on the advisory council.
- Educators will work closely with all students to help explore interests.

Business/Community

- Can assist in building a strong relationship between the school and the industry/community.
- Can speak to students about careers and can provide opportunities for students to job shadow.
- Provide networking opportunities for increased career awareness opportunities.
- Can provide school to work opportunities for those not planning on going to college.

Post-Secondary

- Post-secondary partners can provide resources and services to help prepare students for life after high school (career or college).
- Provide meaningful opportunities for students to visit colleges to learn about college life and what skills/classes are necessary to be successful.
- Can provide internship opportunities for students to learn about careers.
- Students will gain pertinent information about careers and opportunities to make an informed decision about life after high school.

4. **Role of the School Counselor:**

The role of the school counselor is to help facilitate and develop our students' academic, career, social, and emotional strengths, and to empower them to become life-long productive learners and citizens in their school and community.

A. As a Leader

- Develops and delivers the component of the counseling program.
- Active members of school and community organizations and teams that improve and promote the academic, social, and emotional welfare of all children.
- Creates links between the school and community.

B. As an Advocate

- Promotes equitable learning opportunities and access to supports for all students.
- Helps to remove barriers impeding student success.
- Supports a school environment that is safe for all students.
- Is a liaison for students with parents, teachers, and outside agencies

C. As a Collaborator

- Partners with administration and staff to develop ways to enhance student success.
- Member of grade-level and district-wide teams/committees.
- Communicates with parents to provide information that will support their child's academic, social and emotional development.
- Creates connection between school and community which will benefit the learning experiences of students.

D. As an Agent of Systemic Change

- Builds relationships with administration and staff to enable teamwork approach in creating programs that will enhance student achievement.
- Develops interventions and behavioral plans to aid teachers with student not thriving within their present classroom environment.
- Member of professional counseling organizations.

5. **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 provide input in helping 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.

Muncy Advisory Council Members:

Name-Title	Stakeholder Group
Steve Haddon	Elementary Principal
Tim Welliver	Jr / Sr High School Principal
Heather Zimmerman	Career Technology Teacher
Hannah Burge	STEP Representative
Liz-Ann Barlett	Career Tech Teacher
Kellie Gresh	Elementary Teacher
Jessica Hess	Lycoming College Admissions
Jess Beckman	Parent Representative
Amelia Beckman	Student Representative

6. **Program Calendar:** Monthly counseling calendar by school (monthly activities may be altered due to changing school needs and/or changes in the school calendar).

Elementary School

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services;
Blue = Individual Student Planning; Maroon = System Support

Month	Academic	Personal/Social	Career
August	Review new student files Review data (academic, behavioral, attendance) and create program goals Conduct teacher survey Back To School Night	Guidance Lessons Individual counseling as needed Parent and teacher consultation New student orientation	Chapter #339 portfolio management
September	Parent/Teacher/Student conferences TRIBE team meeting CST team meeting	Guidance Lessons Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management
October	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting	Guidance Classes Individual counseling as needed Support groups	Chapter #339 portfolio management

	CST team meeting	Parent and teacher consultation New student orientation	
November	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings PSSA Coordinator Training	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management

December	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management
January	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings Test Coordination	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management Career Day parent information
February	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings PSSA School-Wide Planning & Coordination	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management Career Day contacts and invitations
March	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings PSSA School-Wide Planning & Coordination PSSA Staff training	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management Career Day contacts and invitations
April	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings PSSA School-Wide Planning & Coordination	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management Career Day planning

May	Parent/Teacher/Student conferences Gifted Screening TRIBE team meeting CST team meetings PSSA Make-ups and documentation management	Guidance Classes Individual counseling as needed Support groups Parent and teacher consultation New student orientation	Chapter #339 portfolio management Career Day planning Career Guidance Classes
June	Parent/Teacher/Student conferences TRIBE team meeting	Individual counseling as needed Parent and teacher consultation	Chapter #339 portfolio management

Middle School Monthly Counseling Calendar

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services;
Blue = Individual Student Planning; Maroon = System Support

Month	Academic	Personal/Social	Career
July	Complete class scheduling Review of PSSA and Keystone Exam results for class scheduling changes Review AP Score reports Disseminate AP Score reports to administration, students, and staff Set up reimbursement for every student who received a 3 or higher on AP Exams Review summer school online progress and contact students/parents if necessary	Meet with move-ins to discuss curriculum, complete class scheduling, provide a tour of school and answer any questions	Chapter #339 Portfolio management/review
August	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals New enrollments Grade level group meetings to discuss academic and social expectations, as well as school rules Schedule changes AP Classroom set up in College Board- Assign teachers to classes being taught to ensure that AP students can access the AP Classroom 7th Grade Orientation Night	Individual/small group counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary Back to school night for all students	NCAA Clearinghouse verification AP Audit renewal- assure that all AP teachers have an up-to-date curriculum on file with College Board Chapter #339 Portfolio management

September	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Meet with at-risk students Student of the month nominations PSAT proctor selection. PSAT class changes/ teacher coverage determined PSAT Coordinators Training completed PSAT online setup/student participation spreadsheet created and uploaded to college board Collect money for PSAT payment for 10th grade students Class presentations in 7th grade to discuss academic expectations and eligibility Obtain SAT fee waivers to disseminate to students who need them Assure that all AP students are logged into the AP classroom and registered in College Board	Individual small group/individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary Individual meetings with 7th grade students to discuss supports available (SAP and after-school tutoring), sports, and club activities Crisis response	Individual meetings with 7th grade students to discuss career ideas PSAT registration and classroom presentations AP classroom set up through college board Coordinate AP student college board classroom registration Chapter #339 Portfolio management
October	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Classroom observations as necessary Individual meetings with students failing classes and contact with parents and teachers Student of the month nominations PSAT proctor meeting and final upload/changes to online ordering through college board Coordinate PSAT online testing for all 11th grade students and 10th grade students taking the exam Assure all AP students have registered in AP Classroom on College board On-going AP exam payment collection	Universal Health Screener administered to all students with parent permission. The screener is scored, and counselors complete mental health check-ins for every student that flags and contacts every parent. Resources and assistance are offered for those that choose it. Individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary SOS Lesson – Suicide Awareness	Career Chapter #339 Portfolio Management at all grade levels. Includes on-going future-ready requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.

November	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Individual meetings with students failing classes and contact with parents and teachers Classroom observations as necessary Review of 1st marking period report cards Student of the month nominations On-going AP monetary collection	Crisis response Individual/small group counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary	9th grade LCTC presentation Observe 9th grade Graduation Project career speeches Individual meetings with 9th grade students in speech class to discuss life after high school (college or career?) Career Readiness course for 7th Grade students. Chapter #339 Career Portfolio Management at all grade levels Meet with every 8th grade student to discuss career plans and academic plans for high school (language, LycoCTC, business classes, electives etc.) Preparation and scheduling for LycoCTC visitation Initial AP online Exam registration
December	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals PSAT results disseminated to students Classroom observations as necessary Individual meetings with students failing classes and contact with parents and teachers Student of the month nominations Progress reports collected & mailed home	Crisis response Individual/small group counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary	Events preparation including transportation and scheduling for 9th grade LycoCTC trip Chapter #339 Portfolio Management at all grade levels
January	Report card review Parent/ teacher contacts for students currently failing Classroom observations Individual academic appts. Input for ER, GIEP, and 504 evaluations/referrals Schedule changes Student of the month nominations Course selection handbook evaluation/review Course selection sheets created	Crisis response Individual /small group counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary SOS Lesson – Suicide Awareness	Chapter #339 Portfolio Management at all grade levels LycoCTC visitation Course selection presentations and scheduling for next school year Parent contacts concerning course selection Career Readiness course 7th grade students

	Report card preparation and dissemination Events preparation including transportation and Scheduling for LycoCTC Semester schedule changes		
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February	Individual Academic Appointments Input for ER, GIEP, and 504 evaluations/referrals Parents and teacher contacts as necessary for student support Classroom observations as necessary Student of the month nominations PSSA prep- Class changes/proctor selection and class setup in DRC Progress reports collected & mailed home	Crisis Response Individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary Small group interventions	High school course selection group enrollment/meetings AP Exam final registration begins Career Chapter #339 Portfolio Management at all grade levels. Includes on-going future-ready requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.
March	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals On-going class scheduling Individual meetings with at-risk students Classroom observations as necessary Student of the month nominations PSSA Prep- final class assignments made in DRC, proctor meetings, preparation of materials needed for testing (extension cords, sharpen pencils, signs for doors etc.) Final AP Exam ordering	Crisis Response Individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary SOS Lesson – Suicide Awareness	AP exam student group meetings to discuss online bluebook familiarity LycoCTC registration Chapter #339 Portfolio Management at all grade levels AP Exam preparation (room assignments, parent letters, bulletins handed out) Coordinate PFEW presentation and disseminate brochures/collect registration Update 7 th grade online webpage Update 7 th grade packet to be given to 6 th grade students during in-school visitation in April Career Readiness course for 7 th Grade students
April	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Individual meetings with at-risk students Classroom observations as necessary Review 3 rd MP report cards	Crisis Response Individual counseling as needed Run SAP meetings- contact with parents, students and	Observe 9 th grade Career speeches Chapter #339 Portfolio Management at all grade levels

	Student of the month nominations PSSA Administration/Coordination Final preparations for AP administration in May 6 th grade visitation-coordination including teacher presentations and tours	coordination with outside agencies as necessary	
May	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Individual meetings with students failing classes and contact with parents and teachers- discuss summer school or possible retention Classroom observations as necessary Progress reports collected & mailed home Student of the month nominations Scholarship meetings AP Exam administration/coordination/proctoring PSSA administration/make-up testing LycoCTC enrollment paperwork finalized Write and send failure letters to parents	Crisis Response Individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary SOS Lesson – Suicide Awareness	Career Chapter #339 Portfolio Management at all grade levels. Includes on-going future-ready requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc. Information on completed benchmarks submitted to PIMS
June	Input for ER, Study Skills, GIEP, and 504 evaluations/referrals Review year-end grades Deficiency letters sent home/ parent contacts made Summer school registration Discuss AP Course Audit for following year with teachers Report card distribution Order PSAT materials	Individual counseling as needed Run SAP meetings- contact with parents, students and coordination with outside agencies as necessary SAP end of the year state reporting completed	

High School Monthly Counseling Calendar

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services;
 Blue = Individual Student Planning; Maroon = System Support

Month	Academic	Personal/Social	Career
July	PowerSchool Rollover Preparation Master schedule revisions/schedule changes Disseminate AP Score reports to administration, students, and staff Set up reimbursement for every student who received a 3 or higher on AP Exams		Write Recommendations Send transcripts to employers

August	9th Grade Orientation First day of school grade level assemblies New Enrollments Schedule Changes Updating PIMS database	Crisis response SAP Meeting	LycoCTC info to new students Small group meetings w/senior class on recommendations for jobs and local Career-Link
September	Meet with at-risk students (progress reports) Classroom college application presentations Classroom presentation on official transcripts/financial aid/College Night/scholarships/college applications/college recommendations/college rep visits/SAT info Facilitate college admissions counselor visits PSAT proctor selection. PSAT class changes/teacher coverage determined. PSAT Coordinators Training completed PSAT online setup/student participation spreadsheet created and uploaded to college board Collect money for PSAT payment for 10th grade students Write college recommendations Complete school reports Sign/mail official transcripts/school profile/admission fee waivers Begin Act 158 Keystone Graduation evaluation	Student Interviews Crisis response	Individual and group meetings to facilitate set-up and presentation of career folders and grade-level career requirements
October	PSAT proctor meeting and final upload/changes to online ordering through college board Coordinate PSAT online testing for all 11th grade students and 10th grade students taking the exam PSAT administration exam	Universal Health Screener administered to all students with parent permission. Screener is scored and counselors complete mental health check-ins for every student that flags and contacts every parent. Resources and	Continue Chapter #339 Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover

	Assure all AP students have registered in AP Classroom on College board On-going AP exam payment collection Individual meetings with students failing classes and contact with parents and teachers Senior Student of the month nominations Teacher gradebook check Update grade templates (PowerSchool) Permanently Store all grades Disseminate Grade Verification Sheets and make all changes in database Run Honor Roll FASFA ID Completion Print, check, disseminate report cards 10th HOBY Youth Leadership presentation and Ambassador selection	assistance are offered for those that choose it. Crisis response/SAP Meetings (weekly) On-going individual/small group counseling SOS Lesson – Suicide Awareness	letter drafts, job application practice, etc. Junior class interviews-Discuss career/college/military options. Document concrete steps corresponding to post-secondary school plans.
November	Child Find meeting (monthly) Meet with at-risk students Keystone goal setting On-going AP monetary collection Complete Ordering Process for AP Exams/Administered in May.	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	Financial Aid night Continue Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.
December	Keystone Exam scheduling, monitoring, documenting, facilitating. Meet with all students who took the PSAT and review results. Alumni Panel Assembly for seniors. Alumni are brought in to answer questions from current senior class about their experiences with college, careers, and/or military service.	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	Lycoming Career and Technical Center assembly (9th graders) Meet with all students who took the PSAT and review career interests. Continue Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover

			letter drafts, job application practice, etc.
January	Academic: Meet with at-risk students Small group course selection meetings grades 9-11 Schedule changes at semester Senior Student of the month nominations*Teacher gradebook check Update grade templates (PowerSchool) Permanently Store all grades Disseminate Grade Verification Sheets and make all changes in database Run Honor Roll/Senior Class Rank Print, check, disseminate report cards Begin scholarship process: working with donors, financial institutions, First Community Foundation on awards, amounts and distribution. Gathering, posting, and meeting with students on scholarship process. Communicating with parents on the scholarship process.	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling SOS Lesson – Suicide Awareness	Individual course selection guidance Parent conferences on course selection relating to career possibilities.
February	Meet with at-risk students Individual Course Selection meetings Prepare to build Master Schedule for next school year	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	Career Portfolio Management at all grade levels. Includes on-going future-ready requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc
March	Child Find meeting (monthly) Meet with at-risk students Build Master Schedule for next school year	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	All Juniors participate in mandatory Job Shadowing experience. Assist in placement, paperwork, parent

	Update grade templates (Powerschool) Permanently Store all grades Disseminate Grade Verification Sheets and make all changes in database Run Honor Roll/Senior Class Rank Print, check, disseminate report cards	SOS Lesson – Suicide Awareness	notification, discussion, and business contacts. Continue Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.
April	Child Find meeting (monthly) Meet with at-risk students Prepare to Load and Load Master Schedule for next school year Run schedule matrix and fix all conflicts/errors Complete School Assessment Coordinator Training and proctor training meetings. Ensure students are registered for Keystone Exams and comfortable with the online format.	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	Continue Chapter #339 Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.
May	Child Find meeting (monthly) AP Testing State Testing – Scheduling Proctor Finals (as needed) LCTC enrollment paperwork	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling SOS Lesson – Suicide Awareness	Continue Career Portfolio Management at all grade levels. Includes on-going requirements such as career speeches, career reports, career exploration assignments, resume building, cover letter drafts, job application practice, etc.
June	Teacher gradebook check Update grade templates (Powerschool) Permanently store grades Disseminate Grade Verification Sheets and make changes in database Run Honor Roll Print, check, disseminate report cards PIMS Graduation Status Updates Send Final Transcripts	Crisis response/SAP Meetings (weekly) On-going individual/small group counseling	Write Recommendations Send transcripts to employers Final review of graduating students' career portfolio

	Summer School Registration Failure Letters/Parent Contacts Final Rank/EOY Rank Honor Roll Lists Conduct scholarship meetings with donors, First Community Foundation and internal scholarship committees. Complete documentation on applicants, winners, and selection committee. Work with HS administration on Class Night presentation. Meet with students on finalizing any applications.		
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7.

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Elementary School

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 -Guidance Classes: study skills, test-taking, goal setting, having a growth mindset	Academic -Parent/Teacher/ Student Conferences -Academic success group -Teacher consultation	Academic	Academic -TRIBE team meetings -CST team meetings -CDT & PSSA -Gifted screening -Transition meetings
Career -Guidance Classes on career awareness and exploration, the relationship between school and work -Interest inventory	Career	Career	Career -Career Fair

Personal/Social -Guidance classes: coping, friendship skills, technology safety, problem-solving, social skills	Personal/Social -Individual counseling as needed -small counseling group -Teacher consultation -Parent consultation -Development of behavior plans	Personal/Social	Personal/Social - Meetings with outside agencies -Participation in school and district wide crisis team as needed
Counselor Role Classroom guidance lessons, consultation,	Counselor Role Individual/group counseling, consultation, parent conferences	Counselor Role	Counselor Role Team meetings, test coordination

(From ASCA Workbook, page 59)

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM

Middle School

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 students' 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/supports -Transition programs including 6 th grade orientations and back to school evening program -New student orientation -Course selection presentations -Individual course selection meetings with students and parents	Academic -Teacher after school support -Individual tutoring by honor society students -Parent meetings -Teacher consultation -Psychological Screenings if necessary -Structured classroom observations -Individual student success plans	Academic -Attendance at MAPS/IEP /MDT meetings -On-going meetings with students who are in danger of failing -6 th grade orientation -Parent and teacher contacts -Individual meetings with students to discuss future goals -Course selection -Grade level individual interviews for academics	Academic -PSSA/AP/SAT /PSAT prep/administration/proctoring -Input for ER, Study Skills, GIEP, and 504 evaluations/referrals -Consultation with teachers -New Enrollments -Schedule changes -Summer school registration -Progress reports/deficiency letters -Attendance at transition meetings -Report cards -LycoCTC counselor meetings -AP Audit -NCAA Course updates and management

Career -9th Grade Presentation/visitation LCTC -Chapter #339 Requirements -9 th Grade career speeches -College representatives -Military representatives -Camp Cadet -PFEW -Course selection presentations	Career - Career Portfolio Review and Management -LycoCTC progress reports	Career -Course selection group and individual appointments - Complete Future Ready requirements for each grade band -LycoCTC visitation -Individual appointments to discuss career plans/objectives grades 7-9 -PFEW -Camp Cadet	Career -Events preparation including transportation, chaperones, and scheduling for LycoCTC exposure -Counselor in-service days -Department meetings -Transition meetings -Attend MDT, IEP meetings - Career portfolio review -Schedule changes -LycoCTC monthly counselor meetings
Personal/Social -6 th grade tours -Individual/group meetings to discuss supports available (SAP) -Safe Schools Hotline -Student Interviews 7-9	Personal/Social -Support Groups when needed - Response to student needs and/or crises -Individual student counseling -Parent meetings -Student Assistance Program team leader -Children & Youth contact -Childline -ELECT Program - Universal Screener Individual meetings with Student Support Counselor - Group interventions	Personal/Social -Individual counseling as needed -Individual meetings with students/parents in grades 7-9	Personal/Social -Meetings with outside agencies as needed to support student -Participation in school and district wide crisis team as needed -Participation in SAP team
Counselor Role -Responsible for program development and implementation -Member of committees and teams to help students in all aspects including academic, social and personal development -Coordination with Business Partners	Counselor Role -Individual/group counseling –Consultation with parents, teachers and outside agencies Collaborate with teachers, parents, and school staff to meet students’ needs	Counselor Role Team member taking active role in SAP, 504, MDE and faculty meetings -Collaborates with parents, students, school staff and community to develop academic and career plans for all students	Counselor Role -Preparing and administering testing, -Attending special education meetings -Develop partnerships between stakeholders to develop and implement a school-wide program -Grade level meetings

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
High School

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 students' academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic -1 st day of school grade level assemblies	Academic -Child Study team member -Parent phone calls -Teacher concerns -Meet with at-risk students (progress reports) -SAP Team	Academic -Input for ER, 504, GIEPs -Course selection -Junior Interviews -Senior Interviews -Parent Conference -Individual/small group academic counseling	Academic -Consultation with teachers -New Enrollments -Schedule changes -Keystone administration/proctoring -CDT & Keystone setup -PowerSchool Duties (technical support liaison, report cards, storing grades, clearing earned credits, class rank, honor roll, adjusting final grade setup, years & terms, rollover preparation) -Updating/entering PIMS fields (Assessments, PA Secure ID, PVAAS percentages, graduation codes, etc.) -Summer school registration -Master schedule development/revisions/changes
Career -9 th grade grad. project -10 th grade grad. project -Lyco awareness at 9 th grade orientation -LycoCTC Assembly (9 th gr) -LycoCTC Field Trip (9 th gr) -Career Fair (12 th gr)	Career	Career -Course selection -Junior Interviews -Senior Interviews -Parent Conferences -Hugh O'Brien Youth Leadership -Youth Leadership Lycoming -PFEW	Career -College Rep Visits -U.S. Military recruiter visits/meetings/café set-up -Financial Aid Night -Local business field trips

- Personal Finance Course (10 th gr) -12 th grade post-secondary planning interviews -ASVAB (10 th gr) -Job Shadow (10 th gr.)		-Lycoming Career and Technical Center facilitation.	
Personal/Social -Student interviews (begin. of year, 9-12)	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
Counselor Role -Whole group presentations, Consultation, Coordination of transportation -Coordination of Business Partners	Counselor Role -Individual counseling and 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 -PowerSchool Technical Support, -PIMS administration -Power Teacher administration -Parent Portal administration

(From ASCA Workbook, page 59.)

8. Organizing Career Resources- Each school should have a list of resources available.

Career Resources

Resources	List Resources
Organizations/Agencies	
Intermediary Organizations	BLAST IU 17 Reach Road, Williamsport, PA (570) 323-8561 Susquehanna Health Systems 465 Hepburn St, Williamsport PA 17701 (570) 321-1000 Geisinger Medical Center 100 North Academy Avenue, Danville, PA (570) 271-6212 255 US-220, Muncy, PA (570) 308-2600 UPMC Muncy 570-546-8282 215 E Water Street, Muncy, PA (570) 546-8282

Umbrella Organizations	Williamsport/Lycoming Chamber of Commerce 102 W 4 th St, Williamsport, PA (570) 326-1971 The Muncy Professional and Business Association 9 South Main Street Muncy, PA, 17756 Muncy Professional Women's Club 602 South Market Street, Muncy, PA 17837 JoAnn Welch at (570) 546-3803 Lycoming County United Way 1 W 3rd St, Williamsport, PA 17701 (570) 323-9448
Online	O'Net College Board-Career Exploration PA Career Zone Path to Careers Education Planner
Media/Advertising	Local newspapers (Luminary etc....) Local radio stations (Kiss FM, WQKX etc....) School newspaper Standard Journal
Publications/Documents	Luminary Daily Item Williamsport Sun Gazette
Community/Business Meetings	Pennsylvania Free Enterprise Week Lycoming College Fair Muncy Business Association monthly meetings Muncy Rotary Club meetings Muncy Kiwanis Club meetings

Career Resource by Career Cluster:

Career Cluster	Career Readiness	Work-Based Learning	Post-Secondary Options
Agriculture	Career Readiness Class Personal Finance Class	Job Shadow STEP Career-Link Path to Careers Lycoming County	Penn State University
Food/Natural Resources	Career Readiness Classs Personal Finance Class	Lyco-CTC Coop Job Shadow Career-Link Path to Careers Lycoming County	Commonwealth University Penn College of Technology HACC Penn State University
Architecture/Construction	Career Readiness Class	Job Shadow	Penn College of Technology

	Personal Finance Class	Skills USA Competition	Penn State University
	Lyco-CTC Construction Trades	Red Rock Job Corp Plumbing, Electrical, Carpentry, Maintenance Career-Link Path to Careers Lycoming County	Red Rock Job Corp Plumbing, Electrical, Carpentry, Maintenance
Art, Audio/Video, Communications	Career Readiness Class	Job Shadow	Bloomsburg University
	Personal Finance Class	Career-Link Path to Careers Lycoming County	Penn College of Technology HACC Commonwealth University Lycoming College
Business, Management, Administration	Career Readiness Class	Advanced Manufacturing Apprenticeship	HACC
	Personal Finance Class	Job Shadow	McCann School of Business
	FBLA Program	Path to Careers Lycoming County	Commonwealth University
	Advanced Manufacturing Pre-Apprenticeship	FBLA Competition Red Rock Job Corp Office Administration Career-Link	Red Rock Job Corp Office Administration
Education and Training	Career Readiness Class	Lyco-CTC Coop	Commonwealth University
	Personal Finance Class	Job Shadow	Penn College of Technology
	Lyco-CTC Early Childhood Education	Skills USA Competition Career-Link Path to Careers Lycoming County	Lycoming College
Finance	Career Readiness Class	Job Shadow	Commonwealth University
	Personal Finance Class	Career-Link Path to Careers Lycoming County	Penn State University
Government and Public Administration	Career Readiness Class	Job Shadow	Penn State University
	Personal Finance Class	Career-Link Path to Careers Lycoming County	
Health Science	Career Readiness Class	Job Shadow	Penn State University
	Personal Finance Class	Skills USA Competition UPMC Summer Internship Career-Link Path to Careers Lycoming County	Penn College of Technology Commonwealth University

Hospitality and Tourism	Career Readiness Class	Lyco-CTC Co-op	Penn College of Technology
	Personal Finance Class	Skills USA Competition	Penn State University
	Lyco-CTC Culinary	Career-Link	
		Path to Careers Lycoming County	
Human Services	Career Readiness Class	Red Rock Job Corp Adv Human Services	Commonwealth University
	Personal Finance Class	Career-Link	Penn State University
	Job Shadow	Path to Careers Lycoming County	Red Rock Job Corp Office Administration
Information Technology	Career Readiness Class	Lyco-CTC Coop	Commonwealth University
	Personal Finance Class	Skills USA Competition	Penn State University
	Job Shadow	Career-Link	
	Lyco-CTC Computer Service	Path to Careers Lycoming County	Penn College of Technology
Law, Public Safety, Corrections and Security	Career Readiness Class	Lyco-CTC Co-op	Commonwealth University/ Academy at Mansfield
	Personal Finance Class	Skills USA Competition	
	Job Shadow	Career-Link	
	Lyco-CTC Criminal Justice Program	Path to Careers Lycoming County	
Manufacturing	Career Readiness Class	Advanced Manufacturing Apprenticeship	Penn College of Technology
	Personal Finance Class	Job shadowing	
	Advanced Manufacturing Pre-Apprenticeship	Career-Link	
		Path to Careers Lycoming County	
Marketing, Sales, Service	Career Readiness Class, Personal Finance Class	Advanced Man Apprenticeship	Commonwealth University
		Job Shadowing	Penn State University
	Advanced Manufacturing Pre-Apprenticeship	Career-Link	Penn College of Technology
		Path to Careers Lycoming County	Lycoming College
STEM	Career Readiness Class	Lyco-CTC Coop	Commonwealth University
	Personal Finance Class	Job Shadowing	Penn State University
	Tech Club	Tech Club Competition	Penn College of Technology
		Career-Link	Lycoming College
Transportation, Distribution, Logistics	Career Readiness Class	Lyco-CTC Co-op	Penn State University
	Personal Finance Class	Job Shadowing	

	Lyco-CTC Automotive Technology Advanced Man. Pre-Apprenticeship	Advanced Manufacturing Apprenticeship Skills USA Competition Red Rock Job Corp Auto Repair Career-Link Path to Careers Lycoming County	Penn College of Technology Red Rock Job Corp Auto Repair
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9. **Individualized Curriculum and Academic/Career Plan** -Starting in kindergarten all students will begin developing their Academic/Career Plan. Counselors have an imbedded career curriculum (Graduation Project) for all students in grades K-12.

Guidance Services Goals and Objectives K-6:

GOALS AND OBJECTIVES	DELIVERY METHOD	RESPONSIBILITY	GRADES TARGETED	CEW STANDARD
Students will explore the world of work	Classroom guidance, guest presenters, Career Fair, Classroom curriculum	Teachers, Related Arts Teachers, Counselor, Community members	K-6	13.1.3 A- H 13.1.5 A-H
Students will learn writing and communication skills in preparation for career acquisition	Language Arts/Writing class, Classroom guidance	Teachers Counselor	K-6	13.2.3 A & C 13.2.5A,C,E
Students will learn the connection between good school habits and the world of work	Classroom guidance, Guest presenters, Career Fair, Classroom curriculum	Teachers Counselor Community members	K-6	13.3.3 A,B,C 13.3.5A,B,C
Students will explore careers and how they relate to personal interests and abilities	Classroom guidance, Careers For Me inventory, Career Fair, Classroom curriculum	Teachers Counselors Community members	3-6	13.1.3A,B 13.1.5A,B
Students will be	Classroom	Teachers	3, 4, 6	13.4.5 A,B, C

introduced to entrepreneurship	curriculum			
Students will be introduced to marketing, goods/services, and budgeting	Classroom curriculum	Teachers	K, 1, 3, 6	13.3.3 D 13.3.5 A, B, C

Guidance Services Goals and Objectives 7-8:

Career Content	Standard Description	Standard	Grade	Teacher/Counselor
Personality and career summary	Relate careers to individual interests, abilities, and aptitudes	13.1.8 A & B	7	Zimmerman- Career Readiness
Career/Personality	Career that aligns to career cluster	13.1.8 B	7	Zimmerman – Career Readiness
Extracurricular activities/interests Course selection	Individual meetings – extracurricular activities, school subject interests, career thoughts	13.1.8 F & H	7	Rogan-Individual meetings Course selection sheet and informational sheet
Career Plan	Create Individual Career plan	13.1.8 G	7	Zimmerman- Career Readiness
Job Interview Skills	Record skills for a first job interview	13.2.8 A	7	Zimmerman – Career Readiness
Career research documentation	Recourses available in researching jobs (newspapers, Career Link)	13.2.8 B	7	Zimmerman- Career Readiness
Application for Employment	Mock job application	13.2.8C	7	Zimmerman – Career Readiness
Child labor laws/ career acquisition	Importance of essential workplace skills/child labor laws	13.2.8 E	7	Zimmerman- Career Readiness
Personal budget, savings, taxes/gross pay	Analyze budgets/pay statements and expenses	13.3.8 D	7	Zimmerman- Career Readiness
Career retention and acquisition – Time Management	Identify and apply time management strategies as they relate to both personal and work situations	13.3.8 E	7	Zimmerman- Career Readiness
Entrepreneurial Skills	Evaluate entrepreneur character traits influence career opportunities	13.4.8.B	7	Zimmerman- Career Readiness

Business plan	Identify and explain basic components of business plan and create one	13.4.8 C	7	Zimmerman-Career Readiness
High school class choices based on interests	Individual career plan /high school classes/Business/ Language/LycoCTC discussion	13.1.8 A & C	8	Rogan- Individual meetings Course selection sheet and career plan
Manufacturing Presentation	Presentation on Skilled Technical Work Force	13.1.8 D	8	Mr. Kreisher– Presentation during Tech Ed
Career Plan	Career path, course selection based on interests	13.1.8 F, G & H	8	Rogan-Individual meetings

Guidance Services Goals and Objectives 9-12

Career Content	Standard Description	Standard	Grade	Teacher/Counselor
4 Year Plan	Align course selection with career interests	13.1.11 G & H	9	Brown – Individual Meetings
Career speech	Career Interest Inventory. A speech including career choice, job outlook, skills necessary, class requirements, annual income, college choice and career evaluation	13.1.11 A, B, C, E, F, G, H and 13.2.11A, B, C E	9	Gotshall- Speech class
Career choice exposure- including traditional and non-traditional	LycoCTC presentation and choice of LycoCTC classes for visitation day. Exposure of student to traditional and nontraditional careers through discussion and visitation	13.1.11 B E	9	Brown/Barlett/LycoCTC
Course selection	Course selection based on career path	13.1.11 E, G, H	10	Brown- Individual meetings- course selection sheets
Personality Test Results	Individual results for Holland Code, Multiple Intelligences	13.1.11 A, B	10	Zimmerman – Personal Finance
Career plan	Career plan based on current career choice	13.1.11 G & H	10	Zimmerman- Personal finance
Interview Questions	Questions for mock interview	12.2.11A	10	Zimmerman – Personal Finance
Job Application	Students complete a mock application	13.2.11 C	10	Zimmerman – Personal Finance
Budgeting	Personal budget created based on career choice	13.3.11 D	10	Zimmerman- Personal Finance

Entrepreneurial traits	Identified traits associated with entrepreneurship	13.4.11 A & B	10	Zimmerman- Personal Finance
Business plan	Creating a business plan	13.4.11 C	10	Zimmerman- Personal Finance
Course selection	Discussion of career choice and review of course selection. Discussion about plans for life after high school	13.1.11B, E, F, G H and 13.3.11 A	11	Berthold- Individual meetings
Cover letter and resume writing	Students write a cover letter and a resume	13.2.11 C	11	Berthold/Persing
MHS Alumni discussion panel	Alumni visit with all students in grades 11 and 12 to discuss their experiences after high school and their recommendations	13.1.11 D, E, F and 13.3.11 F, G and 13.4.12 C	11 & 12	Berthold- Panel discussion

Career and Technical Center Student Exposure

Grade	Intervention, Program, Event	Start/End Date	# of Students & Educators	Location	Stakeholder Involved	Contact Person	Indicator
K-2	STEM activities within science curriculum	Sept-May	192 students	Ward L Myers	Students, teachers,	Jean Daniels	Students introduced to careers and technology
3-5	STEM activities within science curriculum, Career Day	Sept-May	196 students	Ward L Myers	Students, teachers, parents, community volunteers	Jean Daniels	Students introduced to careers and technology
6	Students observe a demonstration from an instructor at the Lycoming Career and Technical Center (LCTC)	April	54	Ward L Myers	Students, teachers, LCTC	Jean Daniels	Students introduced to options at local CTC
7	Options during and after High School	Sept-June	65	Muncy Jr/Sr High School	Students, teachers	Heather Zimmerman	Students are introduced to all of the LycoCTC programs and Business Education as options to take

							during high school. They are introduced to apprenticeships, vocational trade schools, & the military, in addition to traditional colleges
7	Individual meetings	October	65	Muncy Junior/Senior High School	Students, counselor	Jeanne Rogan	Meet with each 7 th grade student to discuss career options that include being able to attend LycoCTC in 10 th grade to pursue a technical field
8	Skilled Technical Workforce Presentation	Sept-June	81	Muncy Jr/Sr High School	Students, teachers, parents	Mark Kreisher	Students introduced to options in skilled technical work, apprenticeship and local post-secondary options
8	Lyco CTC Guest Presenter	December	81	Muncy Jr/Sr High School	Students, teachers, LCTC	Abby Brown/ Liz Ann Barlett	Students review options and requirements for attending local CTC
9	Lyco CTC Presentation	December	78	Muncy Jr/Sr High School	Students, teachers, LCTC, Parents	Liz Ann Barlett/ Brown	Students given refresher for programs available and registration information
9	Lyco CTC Field Trip	January	78	LycoCTC	Students, teachers, parents, LCTC	Abby Brown /Jeanne Rogan/ Liz Ann Barlett	Students observe programs in areas of interest and nontraditional tracks
7-11	Individualize Scheduling Meetings	Sept-March	373	Muncy Jr/Sr High School	Students, parents, school counselor	Jeanne Rogan / Erik Berthold /Abby Brown	Students enroll in courses that align with career goals and are advised on enrollment options for the CTC and Tech Education housed at high school

10	Individualized Career Plan	Sept-June	67	Muncy Jr/Sr High School	Students, teacher	Heather Zimmerman	Students are advised on post-secondary and career options through class discussion and individualized research. Students advised on transition from LCTC / tech education to work, internship, apprenticeships, or post-secondary options.
11	Individualized Career Plan	February	84	Muncy Jr/Sr High School	Student, parents, school counselor	Erik Berthold	Students advised on post-secondary and career options through individual meetings. Students advised on transition from LCTC / tech education to work, internship, or post-secondary options.
12	Transition Planning	Sept-June	81	Muncy Jr/Sr High School	Student, parent, school counselor	Erik Berthold	Students implement post-secondary planning with school counselor guidance (post-secondary and/or job applications).
12	Career Fair	January	81	Alternates between East Lycoming HS and Muncy Jr/Sr HS	Student, parent, teachers, community members, industry	Erik Berthold	Students interact with potential employers (primarily in skilled technical fields) and are able to interviews or apply for jobs directly.

Career Readiness Grades 7-12:

Students will create and maintain a Career Readiness Portfolio grades 7th-12th. This is a continuation of their K-12 Career Readiness Portfolio.

7th Grade- All 7th grade students will take a 9-week Career Readiness required course. This course incorporates all four of the Career Readiness domains.

Guidance counselor meets individually with 7th grade students to discuss career thoughts/goals.

8th Grade- Guidance counselor meets individually with 8th grade students to discuss career thoughts and decide academic path to pursue in 9th grade (Business or Higher Education) based on current career path.

Skilled Technical Workforce presentation given by Technical Education teacher to all 8th grade students.

9th Grade- During Speech class students will complete a career interest inventory and research careers they would like to pursue after high school. Students will create a PowerPoint on a career of their choice and present it. Guidance Counselor views all career presentations.

LycoCTC representatives will speak to 9th grade students about opportunities available to them at LycoCTC. All 9th grade students will visit Lyco CTC and explore two careers of their choice. Students will also be exposed to a non-traditional career during their visitation.

Guidance counselor meets with 9th grade students to discuss career path for 10th grade (LycoCTC, Business or High Education).

10th Grade- All 10th grade students will complete a job shadowing experience for a day in a career of interest. They will complete a job shadowing packet as a way of evaluating their experience.

Guidance counselor meets with 10th grade students to evaluate current career path and whether any academic changes need to be made.

All 10th grade students will take a 9-week required Personal Finance course. This course incorporates all four of the Career Readiness domains.

11th Grade- Students are given the opportunity to complete another job shadowing experience.

Guidance counselor meets individually with students to discuss life after high school (work, college, military) and what needs to be done to achieve their goal.

Students will complete a job application, resume, and thank you letter in their American Cultures class.

12th Grade-

Guidance counselor meets with 12th grade students to discuss steps they need to be taking to achieve their life after high school goal.

Guidance office arranges college visits from representatives and campus visits for students.

All 12th graders participate in an Alumni Panel with former graduates providing information about transition to college, career, and/or military.

Small group presentations on Career/College/Military information.

Career fair for seniors offered annually.

12. **Job Descriptions-** Outline of duties performed by counselors in our district.

Muncy Elementary School Counselor Duties:

ACADEMIC COUNSELING

- ✓ Individual Counseling with students and parents
- ✓ Sixth grade transition/visitation
- ✓ Academic/Study Skills small groups
- ✓ Study Skills classroom guidance lessons
- ✓ Review student files
- ✓ New Student orientation
- ✓ TRIBE team meetings
- ✓ CST Team Meetings
- ✓ PSSA School Administration Coordinator
- ✓ Support PIMS Reporting
- ✓ Newsletters

PERSONAL/SOCIAL COUNSELING

- ✓ K-6 Classroom Guidance monthly lessons
- ✓ Individual Counseling
- ✓ Small Group counseling
- ✓ Parent consultation
- ✓ Crisis Team
- ✓ Children & Youth referrals
- ✓ Outreach program
- ✓ Contact with Outside Agencies
- ✓ Safe Schools Helpline
- ✓ Teacher/Student consultation
- ✓ Referrals to outside agencies
- ✓ Fundraising for student needs
- ✓ Red Ribbon week activities

CAREER COUNSELING

- ✓ K-6 Classroom Guidance
- ✓ Career Fair Coordinator
- ✓ Grades 4-6 Interest Inventory
- ✓ Camp Cadet (6th grade)
- ✓ LycoCTC presentation (6th grade)
- ✓ 529 College Savings Plan information (Open House)

Muncy Junior/Senior High School Counselor Duties:

ACADEMIC COUNSELING

- ✓ Individual counseling with students and parents
- ✓ Sixth grade transition/visitation
- ✓ Course selections and submissions
 - Course selection handbook
 - Course selection sheets
 - AP enrollment

- Dual enrollment
- Lycoming CTC paperwork
- Special education adaptations
- Gifted Program
- ✓ Scheduling conflicts
- ✓ Monitoring credits for graduation requirements
- ✓ Deficiency letters (June, August, Mid-Year)
- ✓ Weekly Eligibility
- ✓ Progress Reports
- ✓ Report Cards
- ✓ Transcripts
- ✓ Class Rank
- ✓ College Search/Recruitment
- ✓ College Applications
- ✓ College Visitation
- ✓ Financial Aid Information
- ✓ Scholarship Information (local, state, regional, and national)
- ✓ NCAA Clearinghouse
- ✓ Student of the month nominations (PTSA and Rotary)
- ✓ Military Recruitment
- ✓ Enrollment of new students and reviewing records
- ✓ Homebound Instruction
- ✓ Records review for incoming students

TESTING

Pennsylvania State School Assessment Coordinators

<i>Test</i>	<i>Month</i>
✓ PSSA ELA	Apr.
✓ PSSA Math	Apr.
✓ PSSA Science	Apr./May
✓ Keystones	May
✓ Keystone retakes	

College Board

<i>Test</i>	<i>Month</i>
✓ PSAT	Oct.
✓ SAT	Mar.
✓ AP Exams	May
✓ AP Annual Audit	June
✓ Student registration through DRC/College Board including: Room assignments/Proctor training/Teacher coverage/Make-up sessions/etc.	

SOCIO-EMOTIONAL COUNSELING

- ✓ MAPS Team members
- ✓ Crisis Team
- ✓ Safety Plans
- ✓ Individual/Group Counseling
- ✓ Safe Schools Helpline
- ✓ ELECT Program for pregnant teenagers
- ✓ Children and Youth Referrals
- ✓ Outreach Programs
- ✓ Childline
- ✓ Contact with D & A and mental health liaisons
- ✓ Teacher/student/parent consultation

- ✓ Individual meetings for Student Support
- ✓ Universal screening and response
- ✓ Small-group counseling meetings
- ✓ Referrals to school-based and outside counseling services
- ✓ Contact with In-patient facilities
- ✓ Coordination of transition services back to school from outside placements

CAREER COUNSELING

- ✓ Future ready portfolio management
- ✓ Pennsylvania Governor's School (10th and 11th grade)
- ✓ HOBY Leadership Conference- 10th grade
- ✓ PFEW Leadership Conference (10th and 11th grade)
- ✓ School Counts! Program (9th-12th grade)
- ✓ Youth Leadership Lycoming (10th and 11th grade)
- ✓ Make-a-difference Conference (9th-12th grade)
- ✓ Camp Cadet (7th grade)
- ✓ LycoCTC Visitation (9th grade)
- ✓ Individual meetings with students in grades 7-12
- ✓ LycoCTC monthly meetings
- ✓ VolunTEEN Program

GRADES

- ✓ Oversee Teachers Grade books (passwords, grade set-up, grading scale)
- ✓ Collect and Store grades quarterly, run verification sheets, update as needed
- ✓ Calculate honor roll, weighted class rank, and cumulative GPA
- ✓ Manage every student's historical grades and cumulative credits
- ✓ Create and maintain official high school transcript

MISCELANEOUS

- ✓ Support with PIMS Reporting
- ✓ Summer School Coordination/Registration
- ✓ Field Trip Chaperones
- ✓ Transition meetings/IEP Meetings
- ✓ Classroom observations
- ✓ MAPS online reporting
- ✓ NCAA submissions/Audit
- ✓ Classroom coverage
- ✓ Parent/teacher consultation
- ✓ Run scholarship meetings
- ✓ Club Advisor
- ✓ Daily lunch duty coverage