

**Kutztown Area School District**  
**K-12 Guidance Plan**



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# KASD School Counselor Assignments

K-5: Melissa Till Smith(333:1), Stephanie Steigerwalt (222:1)

6-8: Hallie Schumacher (321:1)

9-12: Andrew Brett (221:1), Lauren Cicale (223:1)

## KASD Mission Statement

The mission of the Kutztown Area School District is to inspire learners to grow as contributing members of the global community.

## KASD School Counseling Department Mission Statement

The mission of Kutztown Area School District's school counseling program is to provide a comprehensive developmental school counseling program to meet the academic, career, and social/emotional needs of every student. In doing so, students are more prepared to meet the challenges of the future.

## KASD School Counseling Department Vision Statement

As a school counseling department, we recognize the importance of each individual student. As a result, we will ensure that each student feels that he or she is a valued member of our school community. In our department, we promote student achievement through emotional support, behavioral support, and good attendance. We work to maximize each student's potential as they embrace change and reach to the future.

## KASD Elementary Goal

SMART GOAL - AWARENESS	
<p><b>Specific Issue</b> What is the specific issue based on our school's data?</p>	<p>Students in elementary school have a limited awareness of the skills necessary to be successfully employed. Increasing awareness of school success skills such as working together, problem solving, listening, being assertive, and linking those skills to employability skills will help them be contributing members of our global community.</p>
<p><b>Measurable</b> How will we measure the effectiveness of our intervention?</p>	<p>The effectiveness of the intervention will be measured by the student's ability to identify key skills for school and employment success such as: to work as a team, use problem-solving, take roles in a group (leadership and assertiveness), and communicate clearly (active listening and assertiveness).</p>
<p><b>Attainable</b> What outcome would stretch us but is still attainable?</p>	<p>5th grade students will demonstrate an increased awareness of skills necessary to be successfully employed.</p>
<p><b>Results-Oriented</b> Is the goal reported in results-oriented data?</p>	<p><b>Process</b> – All fifth grade students will participate in career awareness lessons.  <b>Perception</b> – Pre/post tests surveying knowledge, beliefs, and attitudes about skills for successful employment.  <b>Outcome</b> – Based on the survey data, 75% of the fifth grade students who participate in career awareness lessons will be able to identify five skills for success in school and future employment.</p>
<p><b>Time Bound</b> When will our goal be accomplished?</p>	<p>The goal will be accomplished by the end of the fifth grade career awareness unit.</p>

School: Kutztown Elementary School and Greenwich-Lenhartsville Elementary School  
 Year: 2017-2018  
 Counselors: Melissa Till Smith (KES) and Stephanie Steigerwalt (GES)  
 Summary: By the end of the career unit, 75% or more of the fifth grade students will demonstrate an understanding of the skills necessary to succeed in school and future employment.

## KASD Middle School Goal

SMART GOAL - EXPLORATION	
<p><b>Specific Issue</b> What is the specific issue based on our school's data?</p>	<p>Middle school students will explore postsecondary options by increasing their self awareness and positively identifying and discovering their career interests.</p>
<p><b>Measurable</b> How will we measure the effectiveness of our intervention?</p>	<p>Students will complete the activities in Career Cruising which assist students in identifying their strengths and aligning their interests to postsecondary career goals.</p> <p>The measurable outcome is: 100% of 8<sup>th</sup> graders will create a career portfolio, which they will continue to refine as they continue to high school.</p>
<p><b>Attainable</b> What outcome would stretch us but is still attainable?</p>	<p>Start date - August 2017 End date - June 2018 Students will be able to identify their strengths, interests and begin to identify career goals.</p>
<p><b>Results-Oriented</b> Is the goal reported in results-oriented data?</p>	<p><b>Process:</b> Students will utilize Career Cruising during computer class. <b>Perception:</b> Review of Career Portfolio <b>Outcome:</b> Review and monitor student progress and participation in completing their career portfolios.</p>
<p><b>Time Bound</b> When will our goal be accomplished?</p>	<p>Start date- August 2017 End date- June 2018</p>

School: Kutztown Area Middle School

Year: 2017-2018

School Counselor(s): Hallie Schumacher

Summary: By the end of the 2017-2018 school year, 100% of 8<sup>th</sup> grade students will complete their career portfolios.

## KASD High School Goal

SMART GOALS – PREPARATION AND IMPLEMENTATION	
<p><b>Specific Issue</b> What is the specific issue based on our school's data?</p>	<p>Students need to have an identified postsecondary career and educational plan.</p>
<p><b>Measurable</b> How will we measure the effectiveness of our intervention?</p>	<p>During the 2015-2016 school year, 25% of the graduating seniors indicated that their career plan was not specific. This was determined by their lack of commitment to a postsecondary institution, military, or specific employment. This data will be compared on a yearly basis upon completion of an exit survey.</p>
<p><b>Attainable</b> What outcome would stretch us but is still attainable?</p>	<p>During the 2017-2018 school year, our interventions will increase the number of graduating students who have implemented a career plan by 10%</p>
<p><b>Results-Oriented</b> Is the goal reported in results-oriented data?</p>	<p><b>Process</b> – All KAHS graduates will have a definitive career plan upon graduation.</p> <p><b>Perception</b> – All students will participate in a post-graduation survey where they will indicate their career goals.</p> <p><b>Outcome</b> – Comparison between the plans of the 2017 graduates and the 2018 graduates.</p>
<p><b>Time Bound</b> When will our goal be accomplished?</p>	<p>Measurement of the perception data will occur in the Spring of 2018.</p> <p>The data outcome will be collected in May of the 2017-2018 school year.</p>

School: Kutztown Area High School

Year: 2017-2018

School Counselor(s): Andrew Brett and Lauren Cicale

Summary: All students will have the opportunity to participate in career programs at Kutztown Area High School. The percentage of graduating seniors that have a written plan that definitively explains their career and postsecondary educational plans will increase by 5%.

# Stakeholders

## Students

Kutztown Area School District students will gain the knowledge necessary to understand the importance of planning for their futures. They will understand the relationship between the choices they make in school, and how those decisions affect their postsecondary and career options. From kindergarten through the twelfth grade, students will explore and develop a career identity. In addition, students will become observant and aware of the opportunities within their community. They will increase their understanding of how the world of work affects their daily lives, as they gain a strong educational foundation for a successful future.

Students within this model will be able to provide feedback to counselors regarding program effectiveness. Their input will assist counselors in the design and implementation of programs that are efficient and effective.

## Parents

Parents will benefit from their child's comprehensive career education program through exposure to the challenges and demands of the 21st century workforce. They will understand the need to align an appropriate career path with their child's unique skills and interests. Parents will understand the importance of their supporting role in ensuring their child's successful educational experience and career planning.

The K-12 comprehensive program will benefit from parent involvement because they have the greatest impact on their child's attitudes and behaviors. When parents become partners in career development, and are given the tools to help their children explore and plan their career future, the impact will be both highly effective and personally rewarding.

## Educators

By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base, in order to help prepare students for the world of work. Educators will help guide their students and stay abreast of current trends in the workforce.

Educators will contribute to the program by connecting their curriculum to various aspects of career exploration and acquisition. This will increase the meaningfulness of their curriculum for their students. Educators will facilitate personal and educational growth in unique and significant ways for all students.

## Business/Community

A robust community is typically surrounded by a strong educational system. Businesses have a keen desire to see that schools are producing students who are ready to meet the demands of an evolving workforce. In order to ensure that students graduate with the knowledge that is needed to enter the world of work, the community often partners with schools to share experiences and options. The business community will significantly contribute to the K-12 program by providing real world experiences for the students of the Kutztown Area School District. Through participation in career fairs, job shadowing experiences, internship opportunities, and mock interviews, the business community will provide students with real world exposure.

## Postsecondary

The postsecondary community will benefit from a K-12 comprehensive developmental career program because students will have a broader knowledge of their options which will result in a more informed postsecondary plan.

The K-12 counseling program will benefit from building partnerships with postsecondary institutions. These partnerships will assist in developing college level courses instructed at Kutztown Area High School that will continually increase the academic rigor and the preparation of our students. Representatives from postsecondary institutions will help expand our students' knowledge of options through participation in high school visits, classroom presentations, college fair attendance, and mentoring programs.



# Role of the School Counselor

## A. Leader

The school counselor effectively manages and implements a comprehensive developmental school counseling program.

KASD School Counselors demonstrate leadership by participating in the following:

- Kutztown Strong - Board of Directors
- Berks County Flight Team
- PSCA and BASCA - Governing Board
- Kutztown Area Teachers' Assoc. - Officer, Executive Committee, and Committee Chair
- Kutztown Area School District Education Foundation - Board of Directors
- Student Assistance Program Members
- Phi Delta Kappa - Foundation Representative
- PSCA State Conference Presenter
- District Presenters
- Safe Schools Grant Recipient

KASD School Counselors also improve their leaderships skills by:

- Creating and implementing a comprehensive K-12 school counseling program
- Continuing professional development
- Collecting data and analyzing program results and effectiveness
- Providing instruction to students to enhance knowledge, attitudes, and skills needed for success in the global world
- Embracing ASCA Ethical Standards and demonstrating integrity, leadership, and professionalism

## B. Advocate

School counselors advocate for students, the counseling profession, and systemic change. The key role of school counselors is to impact attitudes, policies, and practices to reduce or eliminate barriers to student success. School counselors advocate for students on three levels: individual students, groups of students, and the entire school population.

KASD School Counselors demonstrate advocacy by:

- Conducting individual, small group, and large group lessons that teach students to identify and remove barriers to their own success
- Promoting proactive strategies to increase student achievement
- Responding promptly to crises and maintaining a professional manner
- Making referrals to outside agencies when appropriate
- Building relationships with community agencies

## C. Collaborator

The school counselor teams with all members of the educational community to create an inclusive environment that promotes student achievement of goals, benchmarks, standards, and outcomes.

KASD School Counselors demonstrate collaboration by:

- Teaming with parents, teachers, administrators, staff, and community agencies to identify and address student needs
- Gathering feedback from students to determine program effectiveness and need for change
- Connecting the school district with the Kutztown community to develop a K-12 School Counseling Program Advisory Council

## D. Agent of Systemic Change

With the expectation to serve the needs of every student, school counselors are uniquely positioned to assess their school for systemic barriers to academic success. School counselors know the policies, practices, guidelines and attitudes that hinder subgroups of students. As leaders and advocates, it is their responsibility to help the school change to better meet student needs. An integral part of an effective school counseling program is removing institutional barriers to academic achievement and implementing the support interventions needed to ensure that all students graduate ready to succeed in their postsecondary endeavors.

KASD School Counselors demonstrate systemic change by:

- Identifying and removing students' barriers to success
- Developing programs that will deliver the necessary components to all students equitably
- Creating and communicating practices that lead students to positive actions in various social situations, such as healthy relationships, conflict resolution, combatting cyberbullying, self-advocacy, and positive decision making.

# Advisory Council

## Students:

- 8th Grade Student
- 8th Grade Student
- Emma Vanek, 9th Grade Student
- Scott Sanders, 9th Grade Student
- Alexis Swavely, 10th Grade Student
- Connor O'Neil, 10th Grade Student
- Morgan Kunkel, 11th Grade Student
- Carson Lutz, 11th Grade Student
- Brady Tucker, 12th Grade Student
- Alexa Hamm, 12th Grade Student
- Amanda Remick, KAHS Alumni

## Parents:

- Tammy Haring, GES/KAMS Parent
- KES Parent
- Amy Pfeiler-Wunder, KAMS Parent
- Lee Ann Foppell, KAHS Parent
- Debra Kulp, KAHS Parent

## Educators:

- Michele Schoener, GES Teacher
- Lisa Swope, KES Teacher
- Gene Sweeney, KAMS Teacher
- Chris Simmons, K-12 Technology
- Amy Boyer, HS Teacher
- Erin Tenney, HS Teacher
- Thomas Miller, HS Teacher
- Josh Chambers, HS Teacher
- Danielle Berger, K-12 Special Education

## Business/Community:

- Dan Fogarty, Berks County Workforce Investment Board, Chamber of Commerce
- Ben Haas, Financial Advisor and Graduate of KASD, Chamber of Commerce
- John Devere, Vice President of Workforce and Economic Development
- Lizz Heffner, Berks Career and Technical Center
- Brian Noecker, East Penn Manufacturing
- Lori Donofrio-Galley, Northeast Berks Chamber of Commerce

## Postsecondary:

- Helen Hamlet, Kutztown University
- Lauren Moss, Kutztown University

## Building Principals:

- Deb Barnes, KES
- Jim Brown, KAMS
- Barry Flicker, KAHS
- Erin Anderson, GES

## District Administrators:

- Dr. George Fiore, Superintendent
- Mr. Matthew Link, Assistant Superintendent
- Dr. Diane Quinn, Director of Curriculum

Other:

- Eric Johnson, School Board Member
- Sgt. Sean Prescott, United States Army



# Kutztown Area School District

251 Long Lane • Kutztown, PA 19530-9722

Phone: 610-683-7361 • Fax: 610-683-7230

*Dr. George Fiore, Superintendent*

*~Maximize potential, embrace change, create the future~*

**January 12, 2017**

Dear \_\_\_\_\_,

Because of your interest and commitment to education, and to the students of the Kutztown Area School District, the counseling department is inviting you to become a member of the Counseling Department 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 programming in career readiness.

The advisory council will be comprised of outstanding school and community leaders who will be tasked with reviewing our K-12 programming efforts and making recommendations regarding student and community needs.

The advisory council will meet twice a year, with the first meeting scheduled for Wednesday, February 1, 2017 from 5:30-6:15 p.m. in Kutztown Area Middle School's Library. The snow date will be Thursday, February 2, same time and place. You will be contacted by email if we need to postpone on 2/1/17 due to inclement weather.

Please give this invitation careful consideration and inform us of your decision by January 24th. Please respond via email to Hallie Schumacher at [hschumacher@kasd.org](mailto:hschumacher@kasd.org). Your acceptance of council membership will greatly enhance Kutztown Area School District's career readiness program and opportunities for our students. We appreciate your time and willingness to assist.

Sincerely,

Melissa Smith, Kutztown Elementary School

Stephanie Steigerwalt, Greenwich Elementary School

Hallie Schumacher, Kutztown Area Middle School

Lauren Cicale, Kutztown Area High School

Andrew Brett, Kutztown Area High School

# Program Calendar

Key: E=Elementary, M=Middle School, H=High School, All= Occurs at all levels

ONGOING MONTHLY	
<ul style="list-style-type: none"> <li>● Attend District Counselors' Meeting <input type="checkbox"/> (All)</li> <li>● Attend Berks Area School Counselors' Meeting (quarterly) (All)</li> <li>● Attend MTSS Core Team Meeting <input type="checkbox"/> (E)</li> <li>● Attend Grade Level Team Meetings <input type="checkbox"/> (All)</li> <li>● Attend Faculty Meetings <input type="checkbox"/> (All)</li> <li>● Attend parent conferences &amp; ER/IEP meetings <input type="checkbox"/> (All)</li> <li>● Complete MDE Tasks (All)</li> <li>● Coordinate information/referrals with outside agencies <input type="checkbox"/> (All)</li> <li>● Developmental Guidance Classes <input type="checkbox"/> (E)</li> <li>● Small Groups <input type="checkbox"/> (All)</li> <li>● Individual Counseling <input type="checkbox"/> (All)</li> <li>● Crisis Counseling <input type="checkbox"/> (All)</li> <li>● Consultative services with parents, teachers, and administration <input type="checkbox"/> (All)</li> <li>● Work on ASCA National Model Goals, Work on Chapter 339 Goals (All)</li> <li>● Career Lessons (All)</li> <li>● Parent Teacher Conferences (All)</li> <li>● Scheduling (M,H)</li> <li>● Student Assistance Program (All)</li> <li>● New student orientation (All)</li> <li>● Attend Berks County SAP Team Meetings (All)</li> <li>● Develop 504 Plans (All)</li> </ul>	
JULY	JANUARY
<ul style="list-style-type: none"> <li>● Master schedule resolution (M,H)</li> <li>● 339 Plan Annual Review (All)</li> <li>● Summer School Monitoring (M,H)</li> </ul>	<ul style="list-style-type: none"> <li>● Process/Distribute Report Cards (M,H)</li> <li>● Schedule 8th graders for high school (M,H)</li> <li>● Develop 10th period elective schedule for semester 2 (M)</li> <li>● Coordinate Otis-Lennon Assessment (E)</li> <li>● Begin second round of Support Groups (All)</li> </ul>
AUGUST	FEBRUARY
<ul style="list-style-type: none"> <li>● District Wide Meeting (All)</li> <li>● Child Abuse Training (All)</li> <li>● Meet the Teacher Night (All)</li> <li>● Share Chapter 15 Service Agreements                             <ul style="list-style-type: none"> <li><input type="checkbox"/> with teachers (All)</li> </ul> </li> <li>● Update Website (All)</li> <li>● Organize cumulative folders (E)</li> </ul>	<ul style="list-style-type: none"> <li>● <input type="checkbox"/> National School Counseling Week                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities (All)</li> </ul> </li> <li>● Spring Parent/ Teacher Conferences (All)</li> <li>● Student Ambassador Information Lesson with 4th Grade (E)</li> <li>● Mid Quarter Reporting (M,H)</li> <li>● 8th Course Selection (M,H)</li> </ul>

<ul style="list-style-type: none"> <li>• Student Scheduling (M,H)</li> </ul>	<ul style="list-style-type: none"> <li>• 8th Grade Parent Orientation to High School (H)</li> </ul>
<b>SEPTEMBER</b>	<b>MARCH</b>
<ul style="list-style-type: none"> <li>• Class meetings (M,H)</li> <li>• Begin Developmental □Guidance Classes □(E)</li> <li>• New Student Groups (All)</li> <li>• Coordinate Caron Foundation Schedule □(All)</li> <li>• Elementary Universal Behavior Screening (E)</li> <li>• Develop Small Group Counseling Lists based on needs, parent referral, and classroom recommendations (All)</li> <li>• Mid Quarter Reporting (M,H)</li> <li>• Develop 10th period elective schedule for semester 1 (M)</li> <li>• 6th Grade Lunch Bunch (M)</li> </ul>	<ul style="list-style-type: none"> <li>• PSSA Coordination and District Meeting □(E,M)</li> <li>• PSSA Coordination and Planning/ □Reading and Math (E,M)</li> <li>• Gifted Screenings from OLSAT (E)</li> <li>• Process/Distribute Report Cards (M,H)</li> <li>• Master Schedule Discussions (M,H)</li> </ul>
<b>OCTOBER</b>	<b>APRIL</b>
<ul style="list-style-type: none"> <li>• Begin first round of Support Groups (All)</li> <li>• Red Ribbon Week Activities (E, M)</li> <li>• Start Check-in/Check-out (E)</li> <li>• "Lunch Bunch" 6th (M)</li> <li>• National Honor Society (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate administration and return of PSSA materials (E,M)</li> <li>• Presidential Awards (All)</li> <li>• Junior National Honor Society (M)</li> <li>• Parent letters sent to potential failures (M)</li> <li>• Spring BBEC Experience (H)</li> <li>• Spring Advisory Council Meeting (All)</li> </ul>
<b>NOVEMBER</b>	<b>MAY</b>
<ul style="list-style-type: none"> <li>• Fall Parent/Teacher Conferences (All)</li> <li>• BCTC Early Admissions Applications (M)</li> <li>• Process/Distribute Report Cards (M,H)</li> <li>• 9th Grade BCTC Visit (H)</li> <li>• Fall BBEC Experience (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Classlist Development (E)</li> <li>• Elementary Universal Behavior Screening (E)</li> <li>• Train new Student Ambassadors (E)</li> <li>• Keystones (M,H)</li> <li>• AP Testing (H)</li> <li>• Kindergarten Registration (E)</li> <li>• 5th Grade Orientation to Middle School (M)</li> <li>• 5th Grade Parent Orientation to Middle School (M)</li> <li>• BCTC Visit for 8th graders (M)</li> <li>• School-wide Career Day - held once every three school years (M)</li> </ul>

DECEMBER	JUNE
<ul style="list-style-type: none"> <li>● PA School Counselors' Association Conference (All)</li> <li>● Mid Quarter Reporting (M,H)</li> </ul>	<ul style="list-style-type: none"> <li>● Transition of files (All)</li> <li>● Process/Distribute Report Cards (M,H)</li> <li>● Summer School (M,H)</li> <li>● Student Retentions (All)</li> </ul>



## Program Delivery

Elementary	Category of Service			Delivery Method				
	A	P / S	C	Individual Student Planning	Prevention, Intervention, and Responsive Services	Guidance Curriculum	System Support (Counseling Related)	System Support (Non-counseling Related)
Individual Counseling	X	X		X	X			
Student Groups	X	X			X	X		
Classroom Lessons	X	X	X			X		
IEP Meetings	X	X		X			X	
Elementary Counselor Meetings	X	X	X				X	
Department Meetings	X	X	X				X	
Consultations with parents, teachers, and administration	X	X	X	X	X		X	
Attend Grade Level Meetings	X	X		X	X		X	
Update Guidance Website	X	X	X				X	
Chapter 15 Agreements	X	X		X			X	
Review Student Records	X	X		X				
Complete MDE Tasks, Records Reviews, and Observations	X	X		X				

Non-exceptional NOREPs and GNORAs								X
New Student Orientation	X	X	X		X			
Coordinate SAP	X	X		X	X			
Work with Administrators on scheduling issues	X	X		X			X	
Behavioral checklist per parent or doctor requests	X	X		X	X			
Attend MTSS Core Team Meeting	X	X	X	X				
Parent Outreach	X	X	X	X	X		X	
PSSA Coordination and Planning								X
Attend GIEP Meetings	X	X	X	X				
Kindergarten Registration	X	X		X			X	
Coordinate Otis-Lennon Assessment	X						X	
PSSA- Clerical and Makeup								X
Crisis Response-Counseling		X			X			
Coordinate Caron Foundation Schedule		X						X
Work on Chapter 339 Goals	X	X	X			X	X	
Work on ASCA National Model Goals	X	X	X			X	X	

Coordinate Donations		X		X	X		X	
Develop Truancy Elimination Plans	X	X	X	X	X		X	
Gifted Screenings	X			X	X			
Coordinate Red Ribbon Week		X					X	
Coordinate information/ referrals with outside agencies		X		X	X		X	
Professional development activities	X	X	X				X	
Bullying Prevention Activities		X				X	X	
BASCA Meeting	X	X	X				X	
Child Abuse Training		X					X	
Check In / Check Out	X	X			X			
Lunch or Dismissal Duty								X
Collaborate with Teachers and Specialists	X	X	X	X			X	
Coordinate President's Awards and Senator's Awards	X	X					X	
Maintain and Review Cumulative Records	X	X	X				X	
Review New Student Records	X	X		X				
SSI Paperwork	X	X		X			X	

Committees	X	X					X	
Berks County Flight Team		X			X			
Review Standardized Assessment Results	X			X				

Middle School	Category of Service			Delivery Method				
	A	P / S	C	Individual Student Planning	Prevention, Intervention and Responsive Services	Guidance Curriculum	System Support (Counseling Related)	System Support (Non-counseling Related)
Individual Counseling	X	X	X	X	X			
Student Groups	X	X			X			
Teach Guidance Lessons	X	X	X			X	X	
Manage SSI Paperwork	X	X		X			X	
Eighth Grade Tours	X						X	
Classroom Presentations	X	X	X		X	X	X	
Chapter 15 Agreements	X	X		X			X	
Review Student Records	X	X		X				
Complete MDE Tasks, Records Reviews and Observations	X	X	X	X				
Attend MDE Meetings	X	X	X	X			X	
Attend ER/IEP Meetings	X	X	X	X	X		X	
Non-exceptional NOREPs and GNORAs								X
New Student Orientation	X	X	X	X	X			

Work on scheduling issues	X		X	X	X		X	
Review Teacher Recommendations with parent/ student selections	X		X	X			X	
Create and Develop learning support student schedules	X		X	X			X	
Assist in the Identification of students for Read 180	X			X				
Assist in the identification of students for remediation in all subjects	X			X	X			
Review all grades	X	X	X	X	X		X	
Behavioral checklist per parent or doctor requests	X	X		X	X			
Identify summer school candidates	X			X	X			
Parent Meetings	X	X	X	X	X			
Attend grade level team meetings	X	X	X	X	X		X	
Parent Outreach	X	X	X	X	X		X	
Consultations with parents, teachers, and administration	X	X	X	X	X		X	

PSSA Coordination and Planning	X							X
Keystone Coordination and Planning	X							X
Review Standardized Assessment Results	X			X				
Participate in 5 <sup>th</sup> Grade Parents' Orientation		X					X	
Coordinate high school orientation for 8th grade		X				X	X	
Coordinate BCTC visitation	X		X	X			X	
Department Meetings	X	X	X				X	
Update Guidance Website	X	X	X				X	
Crisis Response/ Counseling		X			X		X	
Meet with at-risk students and families	X	X		X	X			
Work on Chapter 339 Goals	X	X	X			X	X	
Work on ASCA National Model Goals	X	X	X			X	X	
Develop Truancy Elimination Plans	X	X		X	X			
Coordinate information/referrals with outside agencies	X	X		X	X			

Summer professional development activities						X	X	
Bullying Prevention Activities		X			X	X	X	
BASCA Meetings	X	X	X				X	
Child Abuse Training							X	
Coordinate SAP	X	X		X	X			
Coordinate Red Ribbon Week		X					X	
Coordinate Student Awards	X	X					X	
Coordinate Junior National Honor Society	X						X	
Berks County Flight Team		X			X			
Develop and coordinate 10th period elective schedule								X
Clerical Duties								X
Writing Student Recommendation Letters	X			X				
Coordinate Career Day	X	X	X	X			X	
Lunch Bunch		X					X	



High School	Category of Service			Delivery Method				
	A	P / S	C	Individual Student Planning	Prevention, Intervention and Responsive Services	Guidance Curriculum	System Support (Counseling Related)	System Support (Non-counseling Related)
Chapter 15 Agreements	X	X		X			X	
Review Student Records	X	X		X				
Complete MDE Tasks, Records Reviews and Observations	X	X	X	X				
Attend MDE Meetings	X	X	X	X			X	
New Student Orientation	X	X	X	X	X			
Coordinate SAP	X	X		X	X			
Work on Scheduling Issues	X		X	X	X		X	
Review Teacher Recommendations with Parents/Student Selections	X		X	X			X	
Create and Develop learning support student schedules	X		X	X			X	
Review all grades	X	X	X	X	X		X	
Behavioral checklist per parent or doctor requests	X	X		X	X			

Identify summer school candidates	X			X	X			
Enter data for standardized tests for special education students requiring extended testing time	X						X	
College applications/ recommendations	X	X	X	X	X		X	
National Merit semi-finalist applications	X						X	
Review NCAA Clearinghouse Act 48 form	X				X		X	
Senior failure notices developed	X	X	X	X	X		X	
Eighth grade tours	X						X	
Parent meetings	X	X	X	X	X			
Develop Truancy Elimination Plans	X	X		X	X			
Identify and meet with at risk seniors in danger of not graduating	X	X	X	X	X		X	
Parent Outreach	X	X	X	X	X		X	
Review Program of Studies book for next year	X		X	X		X	X	
Classroom Presentations	X	X	X		X	X	X	

Consultations with parents, teachers, and administration	X	X	X	X	X		X	
Keystone Coordination and Planning	X							X
Coordinate BCTC visitations and assemblies	X		X	X			X	
Create high school profile for college applications	X						X	
PSAT registration	X						X	
Return PSAT results and respond to inquiries	X						X	
Schedule and Coordinate college admissions rep visits	X			X			X	
ASVAB coordination and administration	X						X	
Prepare mid-year grade reports for colleges	X						X	
Senior Academic Awards Program	X						X	
Individual Counseling	X	X	X	X	X			
Student Groups	X	X			X			
Crisis Response/ Counseling		X			X		X	

Coordinate information referrals with outside agencies	X	X		X	X			
Meet with at-risk students and families	X	X		X	X			
Summer professional development activities						X	X	
Bullying Prevention Activities		X			X			
Set up college application systems			X					
Senior conferences with students who have not yet identified future plans	X	X	X	X			X	
Work on Chapter 339 Goals	X	X	X			X	X	
Work on ASCA National Model Goals	X	X	X			X	X	
BASCA Meetings	X	X	X				X	
College Night Workshop	X		X				X	
Meet with college representatives	X		X				X	
Financial Aid Workshop for students and parents		X					X	
Scholarships	X	X	X				X	
Department Meetings	X	X	X				X	

Update Guidance Website	X	X	X				X	
Child Abuse Training							X	
SSI Paperwork	X	X		X			X	
Non-exceptional NOREPs and GNORAs								X
Review Standardized Assessment Results	X			X				
Maintain and Review Cumulative Records	X	X	X				X	

# Kutztown Area Elementary Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Target Grade	Start and End Dates	Number of Students Affected	Evaluation and Assessment	Stakeholders	Contact Person
Introducing the School Counselor	Mindsets: (3) and Behaviors: SS: 3, 8	Counselor - generated activity	K-5	Ongoing	All K-5	Students can recognize the school counselor and find the school counselor's office.	Counselor, teachers, students,	School Counselor
Identifying Feelings	Mindsets: (1) and Behaviors: SS: 2, 4	Second Step Curriculum	K-1	Ongoing	All K-1	Pre/Post Test	Counselor, teachers, students	School Counselor
Emotion Management	Mindsets (1) and Behaviors: SM: 2,4,7,10. SS: 9	Second Step Curriculum	K-5	Ongoing	All K-5	Pre/Post Test Universal Behavior Screenings	Counselor, teachers, students	School Counselor
Problem-Solving	Mindsets: (1) and Behaviors: LS: 1, 9. SM: 6,7,8. SS: 2,5,8.	Second Step Curriculum Second Step Bully- Prevention Unit	K-5	Ongoing	All K-5	Pre/Post Test Universal Behavior Screenings	Counselor, teachers, students	School Counselor
Career Awareness	Mindsets: (4,5,6) and Behaviors: LS: 1,4,5,7. SM: 3 CEW 13.1.5,13.3.5.	Counselor- created	K-5	Ongoing	All K-5	Pre/Post Test	Counselor, teachers, students	School Counselor
Building Familiarity with Counseling Services and Strategies in the SEL Curriculum	Across All Domains	Second Step Curriculum	K-5	Ongoing	Families of K-5	Home Link activities Parent feedback	Counselor, parents, student	School Counselor

## Kutztown Area Middle School Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEJW Domain	Curriculum and Materials	Target Group	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Introduce Career Cruising to students during classroom information session.	13.1 ABDE	Powerpoint	6	S1 or S2	95	KAMS	Students would be able to verbalize the ability to access the Career Cruising program.	Tech Ed Dept and Counselor	Counselor
Career Matchmaker	13.1 A, B,	Career Cruising	7	S1 or S2	111	KAMS	Reflection Statement/ Survey Results	Tech Ed Dept and Counselor	Counselor
My Skills	13.1 A, B, H	Career Cruising	7	S1 or S2	111	KAMS	Reflection Statement/ Survey Results	Tech Ed Dept and Counselor	Counselor
Learning Styles Inventory	13.1 A,B	Career Cruising	7	S1 or S2	111	KAMS	Survey Results	Tech Ed Dept and Counselor	Counselor
Compare and Contrast Two Careers	13.1 C, D, E,F	Career Cruising	7	S1 or S2	111	KAMS	Pre/Post Statements/Career Projects	Tech Ed Dept and Counselor	Counselor
Career Research Project	13.1 C, D, E, F	Career Cruising	8	S1 or S2	104	KAMS	Pre/Post Statements and Career Project	Tech Ed Dept and Counselor	Counselor
Career My Plan	13.1 G	Career Cruising	8	S1 or S2	104	KAMS	Portfolio Development	Tech Ed Dept and Counselor	Counselor
Postsecondary Educational Options	13.1 D, F	Handouts and Career Cruising	8	S1 or S2	104	KAMS	Completion of Handouts	Tech Ed Dept and Counselor	Counselor
Learning Skills (Perception, Attitude, Teamwork, and Time Management)	13.3 A, B, C, E	Handouts	6,7	S1 or S2	206	KAMS	Completion of Handout	Library/ Media Specialist and Counselors	Counselor
The Next Fifteen Years	13.1 A,B	Career Cruising	7	S1 or S2	111	KAMS	Student Essay	Tech Ed Dept and Counselor	Counselor
Job Application	13.2 B,C	Career Cruising	8	S1 or S2	104	KAMS	Completion of Job Application	Tech Ed Dept and Counselor	Counselor
Resume	13.2 C	Career Cruising	8	S1 or S2	104	KAMS	Resume	Tech Ed Dept and Counselor	Counselor
Communication Skills	13.2 A,E	Career Cruising And Staff	6-8	S1 or S2	330	KAMS	Oral Presentations	Counselor and Staff	Counselor, Staff
Meeting with students over lunch to create a relationship and explain the guidance department. "Lunch Bunch"	13.1 E	Counselor	6	S1	95	KAMS	Student feedback	Counselor	Counselor
Career Day	13.1 C, D,E 13.4 A, B	Career Speakers	6-8	Once every 3 years	310	KAMS	Student Feedback and reflections	Speakers, Counselor	Career Speaker Coordinator
BCTC Tours	13.1 C, D	BCTC Program Guide	8	May	104	BCTC East or West	Reflection Statements & Number of Submitted BCTC Applications in 9th grade	Counselor/ BCTC Staff	Counselor
Career Match Maker Survey	13.1 F, G, H	Career Cruising	8	S1 or S2	104	KAMS	Complete of career goal portion of 9th grade registration form.	Information Technology Teachers, Counselor	Counselor
8th Grade Classroom Scheduling Presentations	13.1 D, F, G ,H 13.2 D	KAHS Course Registration Curriculum Guide and Forms	8	Feb.	104	KAMS	Accurately completed and returned course registration forms	High school/ Middle school Counselors	Counselor
Parents' Night presentation	13.1 D, F, G 13.2 D 13.3 A, E	Power Point	8	Feb.	104	KAHS	Accurately completed and returned course registration forms	High School Counselor High School Staff	Counselor



## Kutztown Area High School Curriculum Action Plan

Lesson Content/ Program Content	ASCA Domain and/or CEVY Domain	Curriculum and Materials	Grade	Start and End Dates	Number of Students Affected	Evaluation and Assessment	Stakeholders	Contact Person
Students will explore career interests and identify career goals thru student/counselor interview.	13.1D, F, G, 13.2 D	Career Exploration Materials	9	Spring Semester	115	Completion of Career Exploration Goal	High School Counselors/ Computer Applications Class	HS Guidance Department
Course selections are discussed in relation to student career goal.	13.1 D, F, G, 13.2 D	KAHS Course Selection Materials Handbook	9	Quarter 1	115	Completion of Graduation Requirements and Postsecondary Plan	High School Counselors	HS Guidance Department
Students are presented with vocational options via Berks Career and Technology Center.	13.1 C, D	Whole Group Presentation/ Berks Career and Technology Center Application Materials	9	September	115	Question and Answer Session	BCTC Staff and 9th Grade Counselor	9th Grade Counselor
Students complete Career Development Course.	13.1 A, B, H	Career Dev. Course	11	One Semester	107	Course completion and Grade	Business Dept. and High School Guidance Dept.	Career Development/ Business teacher and High School Counselors
Students receive information on the postsecondary application process.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	Individual college counseling sessions materials	11	Spring Semester	107	College Prep Worksheet	High School Guidance Dept.	High School Counselors
Students will review career objectives with academic plan.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	High School Registration Materials	9-12	Spring Semester	107	Student/counselor interview	High School Guidance Dept.	High School Counselors
Students are provided with information on financing postsecondary education at Financial Aid Presentation.	13.1 C, D, E, F, G, H 13.2 A, b, C, D	PHEAA Materials	11	Spring Semester	107	Student/counselor interview	High School Guidance Dept.	High School Counselors
Students explore career interests and identify career goals through student /counselor interview.	13.1 D, F, G 13.2 D	Career Cruising	11	Spring Semester	107	Career Goal Sheet	High School Guidance Dept.	High School Counselors
Course selections are discussed in relation to student career goal.	13.1 D, F, G 13.2 D	KAHS Course Selection Materials Handbook	9-12	Spring Semester	440	Completed course request sheet	High School Guidance Dept.	High School Counselors
Students will review information on the postsecondary application process.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	College preparation materials	12	Fall Semester	108	College Prep Worksheet	High School Guidance Department	High School Counselors
Students will review college admissions testing strategy.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	Freshman Seminar Course materials	9	One Semester	108	Course completion and grade	Freshman Seminar teachers and High School Guidance Department	Freshman seminar teachers and High School Counselors
Student will review information on financing postsecondary education.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	PHEAA/ Scholarship Materials through counseling sessions.	12	Full Year	108	Reflection and Review	Student	High School Counselors
Students will develop career portfolio, including extra-curricular activities, community service work, and postsecondary options.	13.1 E, G	Career Development materials	11	One Semester	107	Course completion/Grade	Business Department and High School Guidance Dept.	Business Education teachers and High School Counselors
Students will develop short term and long term career and life goals.	13.1 A, B, C, E	Career Development materials	9-12	One Semester	107	Course activity completion	Business Ed. Dept. and High School Guidance Dept.	Business Education Teachers and High School Counselors
Students will receive postsecondary planning timeline.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	Student/Counselor Individual Sessions	11	Spring Semester	107	Guidance session activity	High School Guidance Dept.	High School Counselors
Students are given current high priority occupation list for the Berks County.	13.1 C, D, E, F, G, H 13.2 A, B, C, D	Berks County Workforce Investment Board materials	11	Spring Semester	107	Reflection Activity	High School Guidance Dept.	High School Counselors



## Organizing Career /Postsecondary Resources

Resource Types	List Resources
Organizations/Agencies	Berks County Workforce Development Board ☐
Intermediary Organizations	PA CareerLink - Berks County Berks County Business Education Partnership Berks Career and Technology Center Berks County Transition Coordinating Council Berks Business Education Coalition
Umbrella Organizations	Berks County Chamber of Commerce Northeast Berks Chamber of Commerce
Community/State Agencies	Berks County Intermediate Unit 14 FRIEND Inc. Kutztown Area School District Educational Foundation☐
Networking Opportunities	Irma Aguirre:Kutztown University Admissions, 610-683-4796☐
Individual Contacts	Dr. Brenda Winkler: Executive Director, KASDEF, winkler3@me.com Dr. Solomon Lausch: Executive Director, BBEC, 610-372-6114 Sandra Wise: Executive Director, FRIEND Inc., 610-683-7790 Daniel Fogarty: Director of Workforce Development, PA Career Link Berks County 610-988-1395 Lori Donofrio-Galley: Executive Director, Northeast Berks Chamber of Commerce, 610-683-8860 ☐ Ellen Albright: Communications Coordinator, Greater Reading Chamber of Commerce, 610-898-7776 ☐ Tammy White: President, United Way of Berks County, 610-685-4562 ☐

	Renee Sufrinko: President, Kutztown Rotary Club, 610-682-4288  Sgt. Sean Prescott, United States Army, (484) 792-1483
Community/Business Meetings	Kutztown Area School District School Counseling Advisory Committee Kutztown Area High School Agricultural Advisory Committee Kutztown Rotary Club
Community Events	Berks County College Fairs (Albright College and Alvernia University)
Internet Based Links	<a href="http://www.kasd.org">www.kasd.org</a>

**Career · Exploration and Planning:**

[www.pacareerstandards.com](http://www.pacareerstandards.com) – Main PA website for career development and the Core Standards for Career Education and Work.

[www.pacareerzone.com](http://www.pacareerzone.com) – PA Department of Education-recommended career exploration site- Free! Includes three major pieces: "Assess Yourself," "Explore Job Families," and "Budget Your Life." See the "Grow" link at the top of the home page where users can create a login and record their progress each time they visit the site and review their previous work (features a resume builder, reference list builder, cover letter builder, and journaling functions; among others).

[www.educationplanner.org](http://www.educationplanner.org) – PHEAA-sponsored site, with career exploration, college matching; postsecondary exploration- very interactive, with links to O\*NET and numerous other resources; including checklists for what to look for in a postsecondary institution and what to do during postsecondary visits.

[www.onetonline.org](http://www.onetonline.org) – Links to My Next Move, and My Next Move for Veterans. Updated Bright Outlook Occupations feature is included within the O\*NET site which helps users to more accurately target careers where new job opportunities should be in the future. In addition, the Browse by Industry searches within the O\*NET sites are also updated to reflect more current employment patterns. □

[www.mynextmove.org](http://www.mynextmove.org) – O\*NET-related, up-to-date, and user-friendly career exploration site. □

[www.myfuture.com](http://www.myfuture.com) – College and Career Information and Military. □

[www.careertech.org](http://www.careertech.org) – (formerly [www.careerclusters.org](http://www.careerclusters.org)) - Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs. CTE is preparing students of all ages to help drive America's success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance. □

[www.careertech.org/resources/clusters/interest-survey.html](http://www.careertech.org/resources/clusters/interest-survey.html) – Excellent Career Cluster survey. □

[www.roadtripnation.org](http://www.roadtripnation.org) – Video/TV series on people interview others on their career path and spark. □

[www.asvab.com](http://www.asvab.com) – Excellent aptitude and interest inventory for high school students.

[www.march2success.com](http://www.march2success.com) - March 2 Success is a free program provided by the United States Army that provides test prep as well as career information in the STEM fields.

[www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us) – PA Workforce (labor market data, high-priority occupations, etc.). □

[www.careeronestop.org](http://www.careeronestop.org) – Sponsored by the US Department of Labor. □

[lmi.workforceegps.org /](http://lmi.workforceegps.org/)– Labor market Information, many resources, sponsored by the US □Dept. of Labor, Employment and Training Administration. □

[www.bls.gov/ooh/](http://www.bls.gov/ooh/) – Occupational Outlook Handbook. □Number of new jobs (projected) □ Growth rate (projected) □

[www.keystoneedge.com](http://www.keystoneedge.com) – Innovation, technology and entrepreneurship in PA...what's next! □

[money.usnews.com/careers/best-jobs/rankings](http://money.usnews.com/careers/best-jobs/rankings) – (Top 100 jobs) US News Best Jobs in 2013. □

[www.cwds.state.pa.us](http://www.cwds.state.pa.us) – Commonwealth Workforce Development System, PA CareerLink. □Information for job seekers and employers in PA. □

[www.guintcareers.com](http://www.guintcareers.com) – Great site for job seekers of any age. Tips on numerous job search- □related topics. □

#### **Workforce Information:**

□[www.educationplanner.org](http://www.educationplanner.org) – Free website from PHEAA. Outstanding Pa. site for college and career information.

□[www.collegeboard.com](http://www.collegeboard.com) – College and Career and Testing Information Site. Nationally recognized. □

[www.gettingthemthere.org](http://www.gettingthemthere.org) – Developed by Pa. Bureau of Career and Technical Education for □postsecondary. □

[www.mymajors.com](http://www.mymajors.com) – College major website. □

[www.myplan.com](http://www.myplan.com) – College Board site. Excellent major finder. □

[www.whatcanidowithismajor.com](http://www.whatcanidowithismajor.com) – Connects majors to careers. □

#### **College Costs and Financial Aid/Planning: □**

[www.pheaa.org](http://www.pheaa.org) – PHEAA's home page.□

[www.fafsa.gov](http://www.fafsa.gov) – Free Application for Federal Student Aid.□

[www.finaid.org](http://www.finaid.org) – The SmartStudent™ Guide to Financial Aid.□

[www.fastweb.com](http://www.fastweb.com) – Includes free scholarship search.□

[www.youcandealwithit.com](http://www.youcandealwithit.com) –Howtopaybackthatstudentloan;budgetingandsavingtips.

[www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) – General financial aid info.□

[www.dirct.ed.gov](http://www.dirct.ed.gov) – Home page of the U.S. Department of Education's Direct Loan Program.

#### □**Other Resources:**

[www.pasca-web.org](http://www.pasca-web.org) – PA. School Counselors site, with PA Companion Guide and Tools.

[www.princetonreview.org](http://www.princetonreview.org) – Information on College Majors and Careers.

[www.huffingtonpost.org](http://www.huffingtonpost.org) – Information on College Majors and Careers. □

[cew.georgetown.edu](http://cew.georgetown.edu) – Studies link between, career, education and the workforce. □

Media/Advertising	WFMZ □ Channel 69 The Reading Eagle The Kutztown Patriot □ Kutztown Hometown Utilicom □ Kutztown Area School District: <a href="http://www.kasd.org">www.kasd.org</a> <a href="https://www.facebook.com/Kutztown-Area-School-District-509453419085882/">www.facebook.com/Kutztown-Area-School-District-509453419085882/</a> <a href="https://twitter.com/KtownAthletics">https://twitter.com/KtownAthletics</a> Kutztown Public Library: <a href="http://www.berks.lib.pa.us/sku">www.berks.lib.pa.us/sku</a>
Publications/Documents	PA Career Guide □ PA Workforce Investment Board: PA Center for Health □ Careers Toolkit □ Career Success for People with Physical Disabilities – Sharon □ F Kissane □ 50 Best Jobs for Your Personality – Michael Farr and □ Laurence Shatkin □ Great Jobs for English Majors – Julie DeGalan & Stephen □ Lambert □ Military Careers – U.S. Department of Defense □ Opportunities for a Career in Mining & Metallurgy – The □ Mining and Metallurgical Society of America □ FBI Careers – Thomas H. Ackerman □ Cybercareers – Mary Morris & Paul Massie □ Careers for Music Lovers – Jeff Johnson □ Careers for Car Buffs – Richard Lee and Mary Price Lee □

## Individualized Academic/Career Plan

A comprehensive career exploration program begins in 5th grade with activities centered around [pacareerzone.org](http://pacareerzone.org). Students continue this process in middle school with Career Cruising, culminating with an eighth grade Career Portfolio. The students and their portfolios progress to high school with a Career Development class that is required for all students to graduate from the Kutztown Area School District.

Through the process of self-exploration and career planning, students will learn how to match personal interests and strengths with satisfying career options. Students will learn self-assessment skills, research careers of interest, and make decisions utilizing a variety of resources. Students will complete a digital portfolio during this self-reflection of interests, using online resources. Students also engage in career-focused course selection beginning in 8th grade in preparation for high school.

Middle School students participate in a career fair. In addition, exposure to the Berks Career and Technology Center begins in 8th grade for all students. In 9th grade, students receive a refresher about the Career Center and are given the opportunity for a program-focused expanded tour prior to the application process. High School students have the option to further explore the Career Center until 11th grade. In 12th Grade, students have the opportunity to engage in a variety of co-op, work experience, and internship experiences.

# Career and Technical Center Strategy

## Elementary

### Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin and End	Contact Person
5	BCTC Virtual Tour	BCTC Counselor	Pre-Post Survey	Spring 2017	School Counselor

### Parent Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Links to BCTC on Counseling Website	On-going	Counseling and IT Department	Increased student participation in BCTC	School counselor
Career Blurbs in Counselor E-Communications	Spring of 2017	Counseling and IT Department	Increased student participation in BCTC	School Counselor

### Educator Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Counselor Tour	Spring 2017	Counselor	Pre-post survey	School Counselor
Educate Teachers about Changing Needs in the New Economy.	March 2017	School Counselor	Number attending staff development	School Counselor

## Middle School

### Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin and End	Contact Person
8	BCTC Tour	School Counselor	Student feedback	May	School Counselor
8	BCTC Overview During Scheduling Presentation	School Counselor	Completion of 9th grade schedule	February	School Counselor
8	Presentation & Identification of BCTC Early Admission Candidates w/ LS students	School Counselor	Student application completion	November	School Counselor
7	BCTC Overview	School Counselor	Student feedback	Spring	School Counselor

### Parent Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
BCTC Open House	October	BCTC Counselor	Attendance	School Counselor
BCTC Individual Tours	Ongoing	BCTC Counselor	Attendance	School Counselor
BCTC Parent/Student Early Admission Orientation	May	BCTC Counselor	Attendance	School Counselor

### Educator Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Success Indicator	Contact Person
Inservice Video (Kevin Fleming)	Fall	MS Principal	Attendance	School

"Success in the New Economy"		and School Counselor	and Feedback	Counselor
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## High School

### Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin and End	Contact Person
9	BCTC Presentation	KAHS Counselor & BCTC Counselor, Social Studies Teachers	Number of students attending	September	KAHS Counselor
9-12	BCTC Tour	KAHS Counselor & BCTC Counselor	Number of students attending	October	KAHS Counselor
9-12	Course Registration Guide	KAHS Admin. And Counselor	Student/parent feedback	December-January	KAHS Counselor
9-12	Information Specific Programs Open House and Orientation	KAHS and BCTC Counselor	Number of students attending	May	BCTC Counselor
9-12	Student Application	KAHS Admin, Faculty, and Counselors	Number of complete applications received by November deadline	November	KAHS Counselor
9-12	Student Registration	KAHS Admin, Faculty, and Counselors	Number of accepted students	March	KAHS Counselor



**Parent Awareness:**

<b>Intervention/Program/Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>
KAHS Open House	September	KAHS Admin.	Number of parents attending	KAHS Counselor
8th Grade Parents Registration Night	February	KAHS Admin. and Dept. Chairs	Number of parents attending	KAHS Counselor
BCTC Open House	November	BCTC Admin. Faculty	Number of parents attending	BCTC Counselor
Accepted Students Open House	May	BCTC Admin. and Counselor	Number of parents attending	BCTC Counselor

**Educator Awareness:**

<b>Intervention/Program/Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>
Counselor Workshop	Fall and Spring	BCTC and KAHS Counselors	Number of counselors in attendance	BCTC Counselor
Learning Walks	October	BCTC Counselors	Number in attendance	BCTC Counselor
BCTC Presentation	September	BCTC and KAHS Counselors	Number of students/teachers attending	KAHS Counselors



# Job Description

**Title: SCHOOL COUNSELOR**

**Reports to: PRINCIPAL**

## Position Summary

1. Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

## Qualifications

1. Education: Master's Degree in Elementary/Secondary School Counseling required
2. Certification: Valid Pennsylvania Elementary/Secondary School Counseling Certification

## Experience

1. 1-3 years of experience as a school counselor.
2. 1-3 years of experience as a teacher or knowledge and implementation of classroom management skills and lesson delivery
3. Experience as a school counselor implementing the ASCA National Model

## Knowledge/Skills/Abilities

1. Demonstrates effective oral and written communications skills.
2. Strong organizational and record keeping skills.
3. Demonstrated effective interpersonal skills.
4. High aptitude for organizing projects.
5. Maintains a safe and welcoming counseling environment.
6. Demonstrates ethics, integrity, and possesses confidentiality skills.
7. Describes coherent service delivery and school counseling program K-12
8. Knowledge of counseling theory, best practice and techniques.
9. Knowledge of child and adolescent growth and development.
10. Ability to develop and implement elementary/secondary school counseling curriculum.
11. Ability to design, implement, and/or utilize student assessments.
12. Demonstrates knowledge of resources.
13. Ability to provide strategies to effectively manage student behavior.
14. Ability to counsel students, teachers and parents.
15. Ability to conduct educational research.
16. Ability to collaborate with school personnel and community.
17. Actively involved in professional growth .
18. Participates in school and community activities including leadership capacity.
19. Ability to engage students in learning.
20. Demonstrates flexibility and responsiveness.
21. Ability to reflect on professional practice and modify program delivery.
22. Ability to use problem-solving skills to make independent decisions.

23. Ability to create an environment of respect and rapport with □students, staff, co-workers, community and administration.
24. Ability to foster a culture of positive mental health and learning.□

### **Functions/Duties/Responsibilities**

1. Orientation of new students to the school environment
  - a. Advise and counsel new students, review entry information and schedule appropriately
  - b. Assist in orientation and grade-level transitions of students
2. Identification and development of students
  - a. Utilizing data to determine skills students need to be academically successful
  - b. Administer individual and group tests, as deemed necessary
  - c. Interpret test results to students, faculty, and parents
3. Coordination of school and community resources
  - a. Refer student to appropriate community agencies
  - b. Consult with teachers in developing appropriate behavior strategies
  - c. Act as consultant to community agencies on student issues
4. Implementation of individual and group counseling procedures
  - a. Counsel students individually to assist academic success and resolution of individual concerns
  - b. Conduct group counseling as a part of tiered interventions and provide group problem-solving settings for students
  - c. Observe classroom procedures to gain insight into the group functioning of the students
5. Maintenance of an articulated system of relevant and accurate student records and provide pertinent data on students for inclusion in permanent records
6. Facilitation of communication between school, staff, and parents.
7. Act as a consultant to the classroom teacher on child and adolescent growth and development.
  - a. Assist the teacher and principal in understanding the behaviors of students.
  - b. Counsel parents on the development of the whole child.
8. Initiation and maintenance of an articulated academic, social, emotional, and career counseling program.
  - a. Provide opportunities for the student to explore various career possibilities.
  - b. Assist the student to gain insight into his/her academic potential and functioning level.
  - c. Assist the student to gain insight to social/emotional growth.
9. Consultation in curricular development.
  - a. Assist in in-service training of the staff.
  - b. Conduct research as directed. Prepare, interpret and report statistical data.
10. Special or temporary assignments by the superintendent of schools. Responsible for other related assignments made by the principal or superintendent.
11. Contribute to the development of all aspects of the school community as expressed in the Kutztown Area School District mission.

### **Physical Requirements, which are requisite to complete the functions/duties/responsibilities listed above**

1. Ability to communicate and effectively carry out the functions, duties, responsibilities and physical demands of the job.
2. Ability to independently ambulate in and around school buildings and office areas.
3. Ability to travel to and from assigned work locations without employer support. □

# KASD Advisory Council -- Focus on the Future

## Agenda

February 1, 2017, 5:30 p.m.

- \*Welcome and Introductions - Andrew Brett , KAHS
- \*Video "Success in the New Economy" by Kevin Fleming
- \*Why are we here? – Hallie Schumacher, KAMS
- \*KASD School Counseling Vision Statement – Lauren Cicale, KAHS
- \*K-12 Snapshot – Melissa Till-Smith, KES
- \*The BIG Picture –  
Stephanie Steigerwalt, GES & Melissa Till-Smith, KES (K-5)  
Hallie Schumacher, KAMS (6-8)  
Andrew Brett & Lauren Cicale, KAHS (9-12)
- \*2017-2018 Goal Setting and Brainstorming  
Small groups with counselors- Stephanie Steigerwalt, GES
- Wrap Up - Many thanks for joining us tonight!
- Next Meeting- November 6, 2017

***Thank you so much for your time and interest!***  
***We look forward to a continuing dialog & partnership!*** 😊

Sincerely,  
Melissa Till-Smith, KES [mtillsmith@kasd.org](mailto:mtillsmith@kasd.org)  
Stephanie Steigerwalt, GES [ssteigerwalt@kasd.org](mailto:ssteigerwalt@kasd.org)  
Hallie Schumacher, KAMS [hschumacher@kasd.org](mailto:hschumacher@kasd.org)  
Andrew Brett, KAHS [abrett@kasd.org](mailto:abrett@kasd.org)  
Lauren Cicale, KAHS [lcicale@kasd.org](mailto:lcicale@kasd.org)

## Advisory Council Exit Survey

As we plan for our next meeting, is there a better  
time? \_\_\_\_\_ day? \_\_\_\_\_

**General Feedback/Thoughts:**

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**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Thank you!**

# KASD Advisory Council -- Focus on the Future

## Proposed Meeting Agenda

November 6, 2017, 5:30 p.m.

- School Counseling Vision Statement
- Review the “Big Picture”
  - Elementary Awareness
  - Middle School Exploration
  - High School Implementation
- Career Pathways - Dr. Fiore
- Sharing Feedback from February Meeting
- Break-Out Session in Stakeholder Groups
  - What help/expertise can you share?
  - As we move forward, what haven't we included or what are we missing programmatically?
  - What questions do you still have?
- Set date for April 2018 Meeting