

Chapter 339 Plan



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School Counselors & Assignments

Counselor Name	Title/Grade Level	Caseload Size
Bethany Pepe	School Counselor, Grades K-2	473:1
Alyssa Opdyke	School Counselor, Grades 3-4	378:1
Lisa Shearn	School Counselor, Grade 5	202:1
Sandra Lisowski	School Counselor, Grade 6	199:1
Christine Siravo	School Counselor, Grade 7	274:1
Bernadette Mathis	School Counselor, Grade 8	285:1
Maddie Liberatore	School Counselor, Grade 9	398:1
Janae Johnson	School Counselor, Grade 10	340:1
Jessica Keys	School Counselor, Grade 11	298:1
Meghan Myers	School Counselor, Grade 12	185:1
Crystal Widmann	Assistant Principal, Pupil Services	

Career Services & Assignments

Name	Title/Grade Level
Christopher Price	Career Educator, Grades 9, 10, 11
McKenna Nagle	Career Educator, Grades 9, 10, 11
Casandra Belizaire	Career Educator, Grade 12
Gabrielle Eisenhower	Field Placement & Career Services Manager
Laura Matjasic	Director of Career Services

PA Virtual Charter School Mission Statement

To provide Pennsylvania public K-12 students a superior cyber charter option, continuously improving by using innovative technologies, well-rounded curricula, and individualized educational delivery in safe learning environments. PA Virtual seeks to equip our students with excellent academic education, social skills, and character development for their lives as productive 21st-century citizens.

School Counseling Department Mission Statement

The Pennsylvania Virtual Charter School Counseling Department champions student success through comprehensive support of academic excellence, personal growth, and career development. We provide accessible, individualized counseling services to all students while fostering essential life skills and career readiness. Through collaboration with teachers, families, and community partners, we empower our diverse student body to reach their full potential and become confident, capable contributors to our global society.

Career Services Department Mission Statement

The Career Services Department at PA Virtual is dedicated to guiding students on their journey from curiosity to career readiness through the Pathways to Purpose program. By fostering early awareness, meaningful exploration, and strategic planning and practice, we equip students with the knowledge, skills, and experiences needed to make informed decisions about their futures. Through interactive career fairs, professional credentialing, and work-based learning opportunities, we empower students to confidently navigate the diverse landscape of post-secondary education and career pathways.

Role of the School Counselor

LEADERSHIP - School Counselors lead through comprehensive program development and implementation by:

- Organizing comprehensive presentations (financial aid, mental health, college/career)
- Conducting student development activities
- Designing and evaluating K-12 counseling curriculum
- Analyzing program effectiveness through data
- Delivering competency-based student instruction
- Adhering to ASCA Ethical Standards

ADVOCACY - School Counselors champion student success across academic, career, and social/emotional domains by:

- Representing students with limited voices
- Connecting families with resources
- Supporting underserved populations
- Educating stakeholders on diverse perspectives
- Sharing critical information and resources

COLLABORATION - School Counselors partner with students, parents, staff, and community members to:

- Build stakeholder engagement
- Facilitate communication
- Connect resources to needs
- Foster positive school culture
- Gather and share relevant data

SYSTEMIC CHANGE - School Counselors drive institutional improvement through:

- Student-centered interventions
- College/career readiness initiatives
- Support system development
- Equitable program delivery
- Cross-functional collaboration

Program Implementation

- Structured monthly activities across academic, career, and personal/social domains
- Ongoing consultation with teachers and staff
- Responsive services through individual and group counseling
- Community resource coordination

Role of the Career Educator

Career Educators at PA Virtual Charter School guide students in preparing for their futures by teaching courses such as Digital Citizenship, Reaching Your Academic Potential, College and Career Goals, and the Capstone Graduation Project. They implement the K through 12 career curriculum, Smart Futures, to help students explore career pathways, set academic goals, and develop essential skills for post-secondary success. With instruction and school counseling backgrounds, they provide personalized guidance, facilitate real-world learning through career-based assignments and credentialing, and collaborate with educators and the Career Services Administration to offer valuable post-secondary insights. Committed to staying current with workforce trends, they equip students with the knowledge and confidence needed to navigate their academic and professional journeys.

K-12 School Counseling “Big Idea” Program Goals

Academic Excellence

Create a supportive learning environment that empowers students to become self-directed learners while identifying and removing barriers to their academic success.

Personal Development

Foster students' emotional intelligence and resilience through comprehensive counseling services that develop effective problem-solving, decision-making, and self-advocacy skills.

Career Readiness

Guide students in exploring and preparing for diverse career pathways through structured exploration, skill development, and connections to real-world opportunities.

Program Implementation

Deliver and assess evidence-based counseling services that ensure equitable access and measurable outcomes for all students while maintaining collaborative stakeholder partnerships.

Elementary School Counseling Program Goals

Grades K-4

Domain	SMART Goal
Academic	Through participation in counselor-led lessons and career interest activities, 70% of third-grade students will identify two subject areas that connect to their career interests, or documentation of 100% follow-up attempts on incomplete participation, by the end of third grade.
Career	Through participation in counseling lessons focused on entrepreneurship, 90% of fourth-grade students will identify one risk and reward of entrepreneurship and one essential entrepreneur character trait by the end of fourth grade.
Social/Emotional	Through counseling lessons, 70% of fourth-grade students will identify three personal strengths, or work habits that contribute to success in both school and work environments or documentation of 100% follow-up attempts on incomplete participation, by the end of fourth grade.

Middle School Counseling Program Goals

Grades 5-8

Domain	SMART Goal
Academic	Through engagement with academic resources and counseling support, 60% of students in grades 5-8 will demonstrate self-advocacy skills by documenting one specific way they utilized resources to meet or exceed their academic potential by the end of each school year.
Career	Through participation in career exploration activities and digital portfolio development, 95% of students will meet their grade level career artifact requirements by the end of each school year.
Social/Emotional	Through engagement in social-emotional learning activities, 60% of students in grades 5-8 will demonstrate digital citizenship by identifying one responsible choice and one example of showing respectful communication by the end of each school year.

High School Counseling Program Goals

Grades 9-12

Domain	SMART Goal
Academic	Through participation in course planning activities, 60% of students that participate will demonstrate an understanding of how course selection impacts future career opportunities by the end of each school year.
Career	Through participation in career exploration activities and counseling sessions, 95% of students develop a plan that aligns their academic choices with post-secondary goals and career pathways, demonstrating understanding of the connection between course selection, career aspirations, and personal aptitudes by the end of eleventh-grade.
Social/Emotional	Through participation in social-emotional learning activities and group counseling sessions, 60% of high school students who participate will demonstrate growth in self-awareness and emotional regulation by identifying two personal stress management strategies by the end of each school year.

School Counseling Services Program Calendars

Monthly K-4 Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling (Tier 3)	System Support	Non Counselor Related
August					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Smart Futures Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				

Crisis Management			X		
September					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
October					
Academic:					
Counselor Introduction Communication	X				

New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
November					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X

Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
December					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering	X				
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			

Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
State Testing				X	X
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
January					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			

Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
State Testing				X	X
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
February					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	

Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
March					
Academic:					
Counselor Introduction Communication	X				
New Student Orientation	X			X	
New Student Scheduling					X
New Student Materials Ordering					X
New Student Records Review			X		X
Schedule Changes	X				
New Student Academic Planning Counseling			X		
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
State Testing				X	X
Post-Secondary Planning	X				

Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
April					
Academic:					
Counselor Introduction Communication	X				
Schedule Changes	X				
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
State Testing				X	X
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		

SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
May					
Academic:					
Counselor Introduction Communication	X				
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
State Testing				X	X
Career:					
Career Classroom Lessons/Guest Speakers	X				
Smart Futures Account Enrollment				X	
Grade Level Transition Presentations	X				
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		

June					
Academic:					
Academic Classroom Lessons	X				
Small Group/Individual Counseling Referrals		X			
Individual Counseling Sessions		X			
Office Hours		X			
Staff/Parent Consultations		X			
Academic Progress Monitoring		X	X		
504 Plan Coordination			X		
Classroom Observations for Initial Evaluations			X	X	
Monthly Newsletter Creation/Distribution	X				
Professional Development				X	
Career:					
Smart Futures Data Management				X	
Office Hours		X			
Monthly Newsletter Creation/Distribution	X				
Social/Emotional:					
Student Assistance Program (SAP) Team Meetings			X		
SEL Classroom Lessons	X				
Small Group/Individual Counseling Referrals			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Monthly Newsletter Creation/Distribution	X				
Crisis Management			X		
July					
Academic:					
Scheduling					X
Materials Ordering					X
Records Review			X		X
Professional Development				X	

Monthly 5-8 Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling (Tier 3)	System Support	Non Counselor Related
August					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lesson preparation	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
September					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
Enrollment Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Small Group Referrals		X			

Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lessons	X				
Career Course Moderation			X		
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
October					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lessons	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Red Ribbon Week	X				
Digital Citizenship	X				

Anti-Bullying Week	X				
November					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lessons	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
December					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Attendance Counseling		X	X		
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					

Career exploration, classroom lessons	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
January					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering	X				X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Attendance Counseling		X	X		
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
State Testing				X	X
MTSS		X			
Career:					
Career exploration, classroom lessons	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
February					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X

Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Attendance Counseling		X	X		
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lessons	X				
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
Digital Citizenship	X				
March					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Attendance Counseling		X	X		
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career exploration, classroom lessons		X			
Office Hours		X			
Social/Emotional:					
MTSS		X			

SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
April					
Academic:					
Counselor Introductions, new student orientation	X				
Scheduling					X
Materials Ordering					X
Records Review			X		X
New Student Academic Planning Counseling			X		
Professional Development				X	
Staff/Parent Consultations		X			
Attendance Counseling		X	X		
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
State Testing				X	X
MTSS		X			
Career:					
Career artifact benchmark follow up			X		
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
May					
Academic:					
Counselor Introductions, new student orientation	X				
Professional Development				X	
Staff/Parent Consultations		X			
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
State Testing				X	X

MTSS		X			
Career:					
Career artifact benchmark follow up			X		
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
June					
Academic:					
Counselor Introductions, new student orientation	X				
Professional Development				X	
Staff/Parent Consultations		X			
Small Group Referrals		X			
Office Hours		X			
Individual Counseling Sessions		X			
MTSS		X			
Career:					
Career artifact benchmark follow up			X		
Office Hours		X			
Social/Emotional:					
MTSS		X			
SAP			X		
Individual Counseling			X		
Small Group Counseling		X			
Office Hours		X			
Staff/Parent Consultations		X			
July					
Academic:					
Scheduling					X
Materials Ordering					X
Records Review			X		X
Professional Development				X	

Monthly 9-12 Counseling Calendar and Delivery Chart

Month/Domain/Item	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic/ Career Counseling (Tier 3)	System Support	Non Counselor Related
August					
Academic:					
Professional Development	X		X	X	X
Student Scheduling			X	X	X
Records Review	X			X	X
Credit Audits	X			X	
New Student Academic Planning Counseling			X		
Add/Drop Period	X			X	
Individual Student Counseling		X	X		
Career:					
Individual Student Counseling		X	X		
Social/Emotional:					
Professional Development	X		X	X	X
Individual Student Counseling		X	X		
Crisis Management		X	X		
September					
Academic:					
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Professional Development	X		X	X	X
Recommendation Letters			X	X	
Academic Management Presentations					
College Application Paperwork			X		
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	
Progress Monitoring		X			
504 Plan Coordination			X		
Career:					
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
PHEAA Financial Aid Presentation	X				

Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Meet Your Counselor Presentation	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
October					
Academic:					
Recommendation Letters			X	X	
College Application Paperwork			X		
Academic Management Presentation					
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	
Progress Monitoring		X			
504 Plan Coordination			X		
Career:					
Senior Review Meetings			X		
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
November					
Academic:					
Recommendation Letters			X		
Academic Management Presentations	X				
College Application Paperwork			X		
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	

Progress Monitoring		X			
Quarter 1 Progress Review/Rescheduling					X
Semester 2 Add/Drop Period	X			X	
504 Plan Coordination			X		
Career:					
Senior Review Meetings			X		
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
December					
Academic:					
Recommendation Letters			X		
College Application Paperwork			X		
Academic Management Presentations	X				
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Progress Monitoring		X			
504 Plan Coordination			X		
State Testing				X	X
Career:					
Senior Review Meetings			X		
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
January					
Academic:					
Recommendation Letters			X		

Add/Drop Period	X			X	
College Application Paperwork			X		
Academic Management Presentations	X				
State Testing				X	X
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Progress Monitoring		X			
Quarter 2/Semester 1 Progress Review/Rescheduling					X
504 Plan Coordination			X		
Career:					
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
February					
Academic:					
Recommendation Letters			X		
College Application Paperwork			X		
Course Selection Presentation	X				
Academic Management Presentations	X				
Early Graduation Presentation	X				
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	
Progress Monitoring		X			
504 Plan Coordination			X		
Career:					
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					

SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
March					
Academic:					
Course Selection Office Hours		X			
Academic Management Presentations	X				
New Student Scheduling			X	X	X
New Student Records Review	X			X	X
New Student Academic Planning Counseling			X		
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	
Progress Monitoring		X			
504 Plan Coordination			X		
PASA Testing				X	X
Career					
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
April					
Academic:					
Academic Management Presentations	X				
Individual Student Counseling		X	X		
Senior Credit Audits			X	X	
Progress Monitoring		X			
504 Plan Coordination			X		
Q3 Progress Review/Rescheduling					X
State Testing				X	X
Career:					
Virtual College & CTE Program Visits	X				
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					

SEL Presentations	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
May					
Academic:					
Review Student Course Selections				X	
Academic Management Presentations	X				
State Testing				X	X
Individual Student Counseling		X	X		
Progress Monitoring		X			
504 Plan Coordination			X		
Career:					
Career Exploration Presentations	X				
Individual Student Counseling		X	X		
Social/Emotional:					
SEL Presentations	X				
Minding Your Mind Presentation	X				
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
June					
Academic:					
Credit Recovery		X			
Student Retention Counseling		X			
Final Progress Review/Rescheduling					X
Individual Student Counseling		X	X		
Career:					
Decision Day Assembly	X				
Individual Student Counseling		X	X		
Social/Emotional:					
Individual Student Counseling		X	X		
Crisis Management		X	X		
Student Assistance Program (SAP) Team Meetings			X		
July					
Academic:					
Review Student Schedules					X
Records Review			X		
Professional Development				X	

K-12 Ongoing Counselor Activities				
Counselor Related Activity	Counselor Domain Academic (A)	Counselor Domain Career (C)	Counselor Domain Social/Emotional (SE)	Non-Counselor Related Activity
Professional Development	X		X	X
State Testing				X
504 Meetings/IEP Meetings	X	X	X	X
504 Drafting				X
Newsletter Creation/Distribution	X	X	X	
Blackboard Announcements	X	X	X	
Counseling Resource Websites	X	X	X	
McKinney-Vento Support	X	X	X	
Medical Leave/Transition Support			X	
Pregnant/Parenting Student Support			X	
Office Hours	X	X	X	
Progress Monitoring	X			
Individual Counseling Sessions	X	X	X	
Small Group Sessions	X		X	
HS Scholarship Distribution				X
HS Monitor Senior List				X
Collaborating with Teachers and Staff	X	X	X	
Create K-8 Student Smart Futures Accounts				X
Create 9-12 Student Naviance Accounts				X
Outside Agency Consultation		X	X	
Parent Conferences	X	X	X	
Student Scheduling	X		X	X
New Student Records Review	X			X
New Student Academic Counseling/Course Selection	X		X	X
Crisis Management		X	X	
Student Assistance Program (SAP) Team Meetings			X	

External Resources by National Career Cluster

Career Cluster	Career Resource Links
Architecture	https://www.ncarb.org/ https://www.aias.org/ https://www.acsa-arch.org/opportunities/ https://www.sketchup.com/en/plans-and-pricing/sketchup-free?srsltid=AfmBOor5jppWbikV8e0c7mrY_BJz6xzELH5oUCaavRSW-aycjLDJR8K9&utm=SketchUp_Blog https://www.tinkercad.com/ https://www.autodesk.com/education/edu-software/overview https://www.dezeen.com/
Arts, AV, Technology, and Communications	https://www.pewresearch.org/ https://www.canva.com/designschool/ https://www.khanacademy.org/computing/pixar https://online.berklee.edu/careers-in-music/roles https://artsandculture.google.com/project/virtual-tours https://theartcareerproject.com/
Business Management & Administration	https://www.entrepreneurship.org/ https://jausa.ja.org/ https://www.coursera.org/courses?query=business&price=free
Education & Training	https://www.teach.org/ https://www.onetonline.org/ https://www.psea.org/for-members/member-resources2/career-planning-toolkit/
Finance	

	https://www.wallstreetsurvivor.com/ https://www.bls.gov/ooh/business-and-financial/ https://www.mynextmove.org/find/browse?c=52 https://corporatefinanceinstitute.com/resources/career-map/ https://www.stockmarketgame.org/
Government & Public Administration	https://careers.state.gov/
Hospitality & Tourism	
Human Services	https://www.southwestahec.org/hcop-pathways#:~:text=The%20primary%20goal%20of%20the.exposure%20to%20health%20professions%20and https://nepa-ahec.org/post.php?pid=168 https://som.rowan.edu/oursom/pipeline/diversity/ https://www.paahec.org/ https://connect.employees.mayo.edu/page/high-school-career-exploration/ https://nursejournal.org/ https://medicalschoollhq.net/ https://www.vetsetgo.com/
Information Technology	https://info.mlt.org/google-mlt-tech-equity-collective-tech-prep

Law, Public Safety, Corrections, & Security	
	https://www.americanbar.org/groups/law_students/resources/ https://fbijobs.gov/students-and-graduates https://tryengineering.org/ https://www.uscourts.gov/careers/search-judiciary-jobs https://www.cia.gov/careers/working-at-cia/ https://www.epa.gov/careers
Manufacturing	
	https://themanufacturinginstitute.org/
Marketing	
	https://academy.hubspot.com/
Science, Technology, Engineering, and Math	
	https://www.nasa.gov/learning-resources/ https://code.org/ https://www.cyberdegrees.org/ https://www.engineeryourpath.com/ https://ocw.mit.edu/search/?d=Science%2C%20Technology%2C%20and%20Society&s=department_course_numbers.sort_coursenum https://www.nationalgeographic.org/society/national-geographic-explorers/?nav_click
Transportation, Distribution, and Logistics	
Other, Military	
	https://www.careersinthemilitary.com/home https://www.goarmy.com/ https://www.airforce.com/careers https://www.navy.com/careers-benefits/careers https://www.gocoastguard.com/careers

General Career and Postsecondary Resources

Organizations & Agencies

Intermediary Organizations: *Connecting, Collaborating, Convening Organizations*

Resource Type	Post-secondary Pathway
College Board	College Bound
Pennsylvania Free Enterprise Week	Career Technical Education/Workforce
Girl Scouts of America	Career Technical Education
Boy Scouts of America	Career Technical Education
Rotary International	Career Technical Education
Philadelphia Young Entrepreneur's Academy (YEA)	Career Technical Education/Workforce
Job Corps	Workforce
Triangle Tech	Career Technical Education
Pennsylvania Office of Vocational Rehabilitation	Workforce
ACT	College Bound

Umbrella Organizations: *Organizations that represent a large group of business organizations with a common mission*

Resource Type	Post-secondary Pathway
Chamber of Commerce of Philadelphia	Career Technical Education/Workforce
Greater Pittsburgh Chamber of Commerce	Career Technical Education/Workforce
Harrisburg Regional Chamber of Commerce	Career Technical Education/Workforce
Erie Chamber of Commerce	Career Technical Education/Workforce
Greater Scranton Chamber of Commerce	Career Technical Education/Workforce

Community & State Organizations: *Agencies representing community and state initiatives, service to communities*

Resource Type	Post-secondary Pathway
Pennsylvania Higher Education Assistance Agency (PHEAA)	College Bound / Career Technical Education
Regional Workforce Development Boards	Workforce
Regional Junior Achievement	All
Regional Intermediate Units	All

Networking Opportunities

Individual Contacts: *Contacts acquired through networking and interaction*

Resource Type	Post-secondary Pathway
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College Admission Representatives	College Bound
Career-Technical Education Representatives	Career - Technical Education
Alumni Speakers	All

Community & Business Meetings: *Meetings, which bring cross/community members together to promote growth to further a cause*

Resource Type	Post-secondary Pathway
Regional Rotary Clubs	All
Regional Chamber of Commerces	All
Regional Economic Development Councils	All
PACAC Meetings	College Bound
ASCA Meetings	All
PSCA Meetings	All
NACAC Meetings	College Bound
PA Elect Conference	All

Community Events: *Conferences, Workshops, Grand Openings*

Resource Type	Post-secondary Pathway
NACAC Philadelphia National College Fair	College Bound
NACAC Pittsburgh National College Fair	College Bound
Philadelphia Performing and Visual Arts College Fair	College Bound
PHEAA Financial Aid Presentations	College Bound/Career-Technical Education
PA Apprenticeship Summit	Career-Technical Education/Workforce
Coalition for College Virtual College Fairs	College Bound
Career-Technical Education Tours/Visits	Career-Technical Education
College Visits/Tours	College Bound

Online & Other Resources

Internet Based Links: *Websites educating others and promoting career development and related topics*

Resource Type	Post-secondary Pathway
PA Virtual High School Counseling Website	All
U.S. Dept of Education: Free Application for Federal Student Aid	College Bound / Career Technical Education
Pennsylvania Higher Education Assistance Agency (PHEAA)	College Bound / Career Technical Education
Naviance	College Bound
CareerOneStop	Workforce
Bureau of Labor & Statistics: Career Outlook	All
My Next Move	All
PA Career Zone	All
National Career Development Association	All
American School Counselor Association	All
Education Planner	All

Media & Advertising: *Various marketing methods that provide contacts, career awareness, ideas and workforce information*

Resource Type	Post-secondary Pathway
PA Virtual Charter School Social Media	All
Email	All
High School Counseling Website	All
Newsletter	All

Publication & Documents: *Hard copy materials that offer contacts and career/workforce information*

Resource Type	Post-secondary Pathway
PA Virtual Post-Secondary Planning Handbook	All
PA Career Guide	All
PA Department of Ed - Job Shadow Toolkit	All

Post-Secondary Options

Postsecondary Options: *Colleges, Apprenticeships, Military, Vocational Training*

Resources	Post-secondary Pathway
College Board	College Bound
PA Association of Career School Administrators	Career Technical Education
PA CareerLink	Workforce
US Department of Labor	All
ASVAB Program	Military
ACT	College Bound

School Counseling / Career Services Activities

Curriculum Action Plans

Kindergarten						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Community Helpers	13.1	M5 BLS-2 BLS-10	K-2 School Counselor		January - March	K-2 School Counselor
Self Management-Resilience		B-SMS 5 B-SMS 6	K-2 School Counselor		March-May	K-2 School Counselor
Social Awareness-Kindness		B-SMS 8 B-SMS 7 B-SS 2	K-2 School Counselor		March-May	K-2 School Counselor

1st Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Careers and Interests	13.1	M 4 B-LS2 B-LS4 B-LS10	K-2 School Counselor		January - March	K-2 School Counselor
Self Management		M 4 B-SMS 1 B-SS 1	K-2 School Counselor		March-May	K-2 School Counselor
Responsible Decision Making, Social Awareness		M 5 B-SMS 2 B-SS 4	K-2 School Counselor		March-May	K-2 School Counselor

2nd Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
STEM	13.1, 13.2	B-LS1 B-LS3 B-LS7 B-LS10	K-2 School Counselor		January - March	K-2 School Counselor

Self Management		M1 B-LS 5 B-SMS 2 B-SMS 10	K-2 School Counselor		March-May	K-2 School Counselor
Self-Awareness		M 4 B-SMS 1 B-SS 5	K-2 School Counselor		March-May	K-2 School Counselor

3rd Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
My Interests	13.3	M1,M3,M5,M6, B-LS1	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
What is Entrepreneurship?	13.4	M2,M3,M5,B-LS 2,B-LS4, B-LS9, B-SMS4	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
Importance of Planning	13.1,13.2, 13.3	M5,M4,B-LS3,B- LS7,B-SMS5	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
Imagine If... (Social Filter)		M1, M3, M5 B-SMS 1, B-SMS 2, B-SMS 4, B-SS 1, B-SS 2, B-SS 3, B-SS 6, B-SS 9	3-4 School Counselor	Teacher Feedback	September-June	3-4 School Counselor
Test Taking Skills		M1, M2, M5 B-LS 1, B-LS 2, B-LS 3, B-SMS 2, B-SMS 7	3-4 School Counselor	Teacher Feedback	January-April (PSSA Testing)	3-4 School Counselor
Famous Failures (Growth Mindset, Determination)		M1, M2, M4, M5, M6, B-LS 4, B-LS 7, B-SMS4, B-SMS 6, B-SMS7	3-4 School Counselor	Teacher Feedback	September-June	3-4 School Counselor

4th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person

Interests and Abilities	13.1, 13.3	M5, B-LS1, B-LS7	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
Career Training Programs	13.1	M6, B-LS1, B-LS8, B-LS9	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
Writing a Business Letter	13.2	M1, M4, B-SS1, B-SS8	3-4 School Counselor	Lesson completion reports indicate student completed the lesson	September-June	3-4 School Counselor
Imagine If... (Social Filter)		M1, M3, M5 B-SMS 1, B-SMS 2, B-SMS 4, B-SS 1, B-SS 2, B-SS 3, B-SS 6, B-SS 9	3-4 School Counselor	Teacher Feedback	September-June	3-4 School Counselor
Test Taking Skills		M1, M2, M5 B-LS 1, B-LS 2, B-LS 3, B-SMS 2, B-SMS 7	3-4 School Counselor	Teacher Feedback	January-April (PSSA Testing)	3-4 School Counselor
Famous Failures (Growth Mindset, Determination)		M1, M2, M4, M5, M6, B-LS 4, B-LS 7, B-SMS4, B-SMS 6, B-SMS7	3-4 School Counselor	Teacher Feedback	September-June	3-4 School Counselor

5th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
My Personal Schedule	13.3	M5 B-LS3 B-SMS 8	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Applying Successful Attitudes and Work Habits	13.2, 13.3	M3, M5, B-LS 3, B-LS 4, B-LS 6, B-LS 8, B- SMS 3, B- SMS 9, B- SS 1, B-SS 5	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Choosing a Career	13.1	M1, M5, M6, B-LS 9, B-SMS 5	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Character Traits of Real Entrepreneurs	13.4	M4, M5, B-LS 1, B-LS 2, B-LS 4, B-SMS 4	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor

Digital Friendships		M4, M7, B-SS2	Grade 5 School Counselor	Exit tickets and/or lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
My Media Balance		M4, M7, B-SS2	Grade 5 School Counselor	Exit tickets and/or lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Relationship Skills		M4, M7, B-SS2	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Responsible Decision Making		M4, M7, B-SS2	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor
Self Management		M4, M7, B-SS2	Grade 5 School Counselor	Lesson completion reports indicate student completed the lesson	September - December	Grade 5 School Counselor

6th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Career Clusters and Pathways (Car)	13.1.8.D	M5.M6, B-LS 1, B-LS 7, B-LS 8, B-LS 9	Grade 6 School Counselor	Data from Smart Futures that indicates students completed the lesson.	September-May	Grade 6 School Counselor
My Work Values Survey (Car)	13.1.8.B	M1, M3, M5, B-LS 1, B-LS 7, B-LS 9	Grade 6 School Counselor	Data from Smart Futures that indicates students completed the lesson.	September-May	Grade 6 School Counselor
Learning from Entrepreneurship (Car)	13.4.8.A, 13.4.8.B	M4, M5, B-LS 1, B-LS 2, B-LS 4, B-SMS 4	Grade 6 School Counselor	Data from Smart Futures that indicates students completed the lesson.	September-May	Grade 6 School Counselor

Setting SMART Goals (Char Ed)		M4, M5, B-LS 7, B-SMS 5.	Grade 6 School Counselor	Nearpod Participation and Pre/Post Questions	December/January	Grade 6 School Counselor
Respect (Self and Others)		M2, B-SMS 1., B-SS 2., B-SS 4., B-SS 6.	Grade 6 School Counselor	Nearpod Participation and Pre/Post Questions	January/February	Grade 6 School Counselor
Making Smart Choices		M1, M2, B-LS 1, B-SS 5., B-LS 9.	Grade 6 School Counselor	Nearpod Participation and Pre/Post Questions	February/March /April	Grade 6 School Counselor
Chatting Safely Online (Digital Citizenship)		B-LS 1., B-SMS 1, B-SMS 9., B-SS 9.	Grade 6 School Counselor	Nearpod Participation/Closing Question	Semester 1, typically October	Grade 6 School Counselor
TBD/The Digital World: Balance and Drama De-escalation (Digital Citizenship)		B-SMS 1., B-SMS 2., B-SMS 8., B-SS 5., B-SS 8., B-SS 9.	Grade 6 School Counselor	Nearpod Participation/Closing Question	Semester 2, typically February	Grade 6 School Counselor

7th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
My Interest Survey (Car)	13.1.8.B 13.2.8.E	M1, M3, M5, B-LS 1, B-LS 7	Grade 7 School Counselor	Lesson completion report that indicates the student completed the lesson.	September to May	Grade 7 School Counselor
Conflict Resolution (Car)	13.2.8.E 13.3.8.C 13.1.8.C	M3, M5, B-LS 1, B-LS 9, B-SMS 2, B-SMS 7, B-SMS 10, B-SS 1, B-SS 2, B-SS 4, B-SS 6, B-SS 7, B-SS 8, B-SS 10	Grade 7 School Counselor	Lesson completion report that indicates the student completed the lesson.	September to May	Grade 7 School Counselor
Changing Workplace (Car)	13.3.8.F	M2, M6, B-LS 1, B-LS 5, B-LS 6, B-LS 9, B-SMS 10, B-SS 2, B-SS 9, B-SS 10	Grade 7 School Counselor	Lesson completion report that indicates the student completed the lesson.	September to May	Grade 7 School Counselor
Organization Tips and Tricks (Char Ed)		M3, M4, M5, B-LS 2, B-LS 3, B-LS 4, B-LS 6, B-LS 7, B-SMS 1, B-SMS 2, B-SMS 4	Grade 7 School Counselor	Exit Ticket	August/September	Grade 7 School Counselor
Managing Stress (Char Ed)		M1, M4, M5 B-SM 2, B-SMS 7, B-SMS 10	Grade 7 School Counselor	Exit Ticket	March/April	Grade 7 School Counselor
My Social Media Life (Digital Citizenship)		M1, M2, B-LS 1, B-LS 5, B-SMS 1, B-SMS 9, B-SS 1, B-SS 2, B-SS 3, B-SS 5	Grade 7 School Counselor	Exit Ticket	October	Grade 7 School Counselor

The Power of Digital Footprints (Digital Citizenship)		M1, M2, B-LS 1, B-LS 5, B-SMS 1, B-SMS 9, B-SS 1, B-SS 2, B-SS 3, B-SS 5	Grade 7 School Counselor	Exit Ticket	February	Grade 7 School Counselor

8th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Knowledge Skills Abilities (CAR)	13.1.8 (A)	M1,3,5; B-LS1,7,9	Grade 8 School Counselor	Lesson completion report that indicates the student completed the lesson.	Sept-March	Grade 8 School Counselor
Goal Setting (CAR)	13.2.8E	M1,4,5,6; B-LS1,3,7,9; B-SMS5,8	Grade 8 School Counselor	Lesson completion report that indicates the student completed the lesson.	Sept-March	Grade 8 School Counselor
Explore your CTC CAR)	13.1.8 (D) 13.1.8 (F)	M5,6; B-LS1,9	Grade 8 School Counselor	Lesson completion report that indicates the student completed the lesson.	Sept-March	Grade 8 School Counselor
Finalization of Career Plan (CAR))	13.1.8.(G)	M6; B-LS,B-LS9	Grade 8 School Counselor	Lesson completion report that indicates the student completed the lesson.	Sept-March	Grade 8 School Counselor
Organization for Middle School		M3,5,6;B-LS3,4,6; B-SM1,3,8; S8	Grade 8 School Counselor	Exit ticket	August/September	Grade 8 School Counselor
Respect (Char Ed)		M1;B-S2,3,5,6,8,9	Grade 8 School Counselor	Exit ticket	October/November	Grade 8 School Counselor
Grit(Char Ed)		M1,2,5,6; B1,4,6,7;B-SM1,2,3,4,5; B-S6,8,9	Grade 8 School Counselor	Exit ticket	November/December	Grade 8 School Counselor
Relationships and technology (Digital Citizenship)		M1,2; B-LS1, B-SM1,2,7,9; B-S1,2,3,4,5,8,9	Grade 8 School Counselor	Exit ticket	October	Grade 8 School Counselor
Cognitive impacts of digital use		M1; B-LS1,10; B-SM1,2,4,7,8; B-SS1,2,3,4,5,9	Grade 8 School Counselor	Exit ticket	February	Grade 8 School Counselor

9th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
8th to 9th Grade Transition		B-LS1, B-LS7, B-SMS5	Grade 9 School Counselor		September	Grade 9 School Counselor
8th grade Course Selection		M3, M4, M6, B-LS 4, B-LS 6, B-LS 7, B-LS 8	Grade 9 School Counselor	Exit Ticket	April	Grade 9 School Counselor
Emotional Regulation Small Group		M1, B-SS2, B-SMS 7, B-SMS10	Grade 9 School Counselor	Exit Ticket	September- May	Grade 9 School Counselor
Study Skills		M1, M3, M7, B-SMS1, B-SMS3, B-LS5	Grade 9 School Counselor	Exit Ticket	February	Grade 9 School Counselor
Keep your Mind Sharp		M1, B-SS2, B-SMS 7, B-SMS10	Grade 9 School Counselor	Exit Ticket	March	Grade 9 School Counselor
Meet Your Counselor Presentation		B-SS 3	All School Counselors	Exit Ticket	September	Grade Level School Counselor
Suicide Prevention Presentation		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	All School Counselors	Exit Ticket	September	Grade Level School Counselor
Bullying Prevention Presentation		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, B-SS 2, B-SS 4, B-SS 5, B-SS 8, B-SS 9, B-SS 10	All School Counselors	Exit Ticket	October	Grade Level School Counselor
Diversity		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 9 School Counselor	Exit Ticket	January	Grade 9 School Counselor
Social Anxiety		M1, B-SS2, B-SMS 7, B-SMS10	Grade 9 School Counselor	Exit Ticket	November	Grade9 School Counselor
Mental Health Presentation		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 9 School Counselor	Exit Ticket	May	Grade 9 School Counselor

10th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person

Early Graduation Presentation		M3, M4, M6, B-LS 4, B-LS 6, B-LS 7, B-LS 8	Grade 10 School Counselor	Exit Ticket	February	Grade 10 School Counselor
Self Regulation Small Group		M1, B-SS2, B-SMS 7, B-SMS10	Grade 10 School Counselor	Exit Ticket	September-May	Grade 10 School Counselor
Keep Your Mind Sharp		M1, M3, M7, B-SMS1, B-SMS3, B-LS5	Grade 10 School Counselor	Exit Ticket	March	Grade 10 School Counselor
Meet Your Counselor Presentation		B-SS 3	Grade 10 School Counselor	Exit Ticket	September	Grade 10 School Counselor
Suicide Prevention Presentation		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 10 School Counselor	Exit Ticket	September	Grade 10 School Counselor
Bullying Prevention Presentation		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	Grade 10 School Counselor	Exit Ticket	October	Grade 10 School Counselor
Course Selection Presentation		M3, M4, M6, B-LS 4, B-LS 6, B-LS 7, B-LS 8	All School Counselors	Exit Ticket	April	Grade 10 School Counselor
Social Anxiety		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 10 School Counselor	Exit Ticket	November	Grade 10 School Counselor
Stress Management		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 10 School Counselor	Exit Ticket	January	Grade 10 School Counselor
Mental Health		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 10 School Counselor	Exit Ticket	May	Grade 10 School Counselor
Diversity		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	Grade 10 School Counselor	Exit Ticket	December	Grade 10 School Counselor

11th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
11th Grade Post-Secondary Planning Presentation		B-LS1, B-LS7, B-SMS5	Grade 11 School Counselor	Exit Ticket	April	Grade 11 School Counselor
Coping Skills Small Group		M1, B-SS2, B-SMS 7, B-SMS10	Grade 11 School Counselor	Exit Ticket	September-May	Grade 11 School Counselor
Time Management and Organizational Skills		M1, M3, M7, B-SMS1, B-SMS3, B-LS5	Grade 11 School Counselor	Exit Ticket	September, February	Grade 11 School Counselor

Communication Skill-Building		B-SS1, B-SS3, B-SMS1, B-LS4	Grade 11 School Counselor	Exit Ticket	January	Grade 11 School Counselor
Stress Management		B-SMS6, B-SMS7, B-SMS1	Grade 11 School Counselor	Exit Ticket	October	Grade 11 School Counselor
Enhancing Applications to College		B-SMS5, B-SMS8, B-LS7	Grade 11 School Counselor	Exit Ticket	March	Grade 11 School Counselor
Meet Your Counselor Presentation		B-SS 3	All School Counselors	Exit Ticket	September	Grade Level School Counselor
Suicide Prevention Presentation		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	All School Counselors	Exit Ticket	September	Grade Level School Counselor
Bullying Prevention Presentation		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	All School Counselors	Exit Ticket	October	Grade Level School Counselor
Course Selection Presentation		M3, M4, M6, B-LS 4, B-LS 6, B-LS 7, B-LS 8	All School Counselors	Exit Ticket	April	Grade Level School Counselor
					May	

12th Grade						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Suicide Prevention Presentation		M1, M2, B-SMS 1, B-SMS 6, B-SMS 9	All School Counselors	Exit Ticket	September	Grade Level School Counselor
Meet Your Counselor Presentation		B-SS 3	All School Counselors	Exit Ticket	September	Grade Level School Counselor
College and Career Senior Seminar	13.1.11. , 13.3.11.	M1, M3, M4, M5, M6, B-LS 1, B-SMS 6, B-SS 2, B-SS 8	Grade 12 School Counselor	Exit Ticket	September	Grade 12 School Counselor
Bullying Prevention Presentation		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	All School Counselors	Exit Ticket	October	Grade Level School Counselor
Financial Aid Seminar with PHeaa	13.1.11. , 13.3.11.	M6, B-LS 1, B-LS 4, B-LS 5, B-LS 7, B-SMS 6, B-SS 8	Grade 12 School Counselor	Exit Ticket	October	Grade 12 School Counselor
Naviance and Common Application Bootcamp	13.1.11. , 13.3.11.	M1, M3, M5, M6, B-LS 1, B-LS 2, B-LS 4, B-LS 7, B-SMS 1, B-SS 6, B-SS 9	Grade 12 School Counselor	Exit Ticket	October	Grade 12 School Counselor

Virtual College Visits	13.1.11. , 13.3.11.	M1, M3, M4, M5, M6, B-LS 1, B-SMS 6, B-SS 2, B-SS 8	Grade 12 School Counselor	Exit Ticket	October - March	Grade 12 School Counselor
Study Skills: Effective Reading for Comprehension		M1, M3, B-LS1, B-LS 2, B-LS 3, B-LS 7, B-SMS 6, B-SS 3, B-SS 6	Grade 12 School Counselor	Exit Ticket	October	Grade 12 School Counselor
Virtual Career Visits	13.1.11. , 13.3.11. , 13.4.11.	M1, M3, M4, M5, M6, B-LS 1, B-SMS 6, B-SS 2, B-SS 8	Grade 12 School Counselor	Exit Ticket	October - March	Grade 12 School Counselor
Study Skills: Organization		M1, M3, B-LS1, B-LS 2, B-LS 3, B-LS 7, B-SMS 6, B-SS 3, B-SS 6	Grade 12 School Counselor	Exit Ticket	November	Grade 12 School Counselor
Bystander to Upstander		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	Grade 12 School Counselor	Exit Ticket	December	Grade 12 School Counselor
Pursuing Purpose		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	Grade 12 School Counselor	Exit Ticket	January	Grade 12 School Counselor
Building Healthy Relationships Small Group		M1, M2, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	Grade 12 School Counselor	Exit Ticket	February	Grade 12 School Counselor
Keeping Your Mind Sharp		M1, M3, M7, B-SMS1, B-SMS3, B-LS5	Grade 12 School Counselor	Exit Ticket	March	Grade 12 School Counselor
Course Selection Presentation	13.1.11. , 13.3.11.	M3, M4, M6, B-LS 4, B-LS 6, B-LS 7, B-LS 8,	All School Counselors	Exit Ticket	April	Grade Level School Counselor
Mental Health: Supporting Your Mental Health Post-Graduation		M1, M2, M6, B-SMS 1, B-LS 9, B-SMS 2, I B-SS 2, B-SS 4, B-SS 5, s B-SS 8, B-SS 9, B-SS 10	Grade 12 School Counselor	Exit Ticket	May	Grade 12 School Counselor
Decision Day Assembly		M1, M2, M5, M6, B-LS 4, B-LS 7, B-SMS 1, B-SMS 6, B-SS 6, B-SS 9	Grade 12 School Counselor	Exit Ticket	June	Grade 12 School Counselor

9th Grade Career Education Lessons						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Intrinsic/Extrinsic Motivation Letter	13.3.11.F		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator

SMART Goal Setting	13.2		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Study Habits and Time Management	13.3.11.A 13.3.11.E		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Healthy Routines	13.3.11.G		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Strategies to overcome academic challenges	13.3		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Netiquette and effective communication	13.1		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Staying Safe Online	13.3		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Reading/Notetaking/Researching Online	13.2.11.E		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator
Writing Academic Papers, Presentation Creation, Executing Public Presentation	13.2.11.E		Grade 9 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 9 Career Educator

10th Grade Career Educator Lessons

Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/Assessment	Begin-End Date	Contact Person
New Thinking About Career Success	13.1 13.4		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
My Personality Type	13.1 13.3		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
Job Application	13.2		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator

Preparation for Career	13.1		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
Abilities and Aptitudes	13.1		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
Personal Interests	13.1		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
Career Clusters and Pathways	13.1		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator
Experiencing Careers While Still in School	13.1 13.2		Grade 10 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 10 Career Educator

11th Grade Career Educator Lessons						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Selecting Your Career Goal	13.1		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
My Programs or Majors	13.1		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
My School and College Survey	13.1		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
Job Interviews	13.2 13.4		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
Active Listening	13.2 13.3		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
The Entrepreneur Within	13.4		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator

Personal Budget	13.3		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator
Multiple Intelligences	13.1		Grade 11 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Quarter Class	Grade 11 Career Educator

12th Grade Career Educator Lessons						
Lesson	PA Career-Work Standards	ASCA Mindsets & Behaviors	Delivering Stakeholder	Evaluation/ Assessment	Begin-End Date	Contact Person
Setting Goals	13.3.11.E		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator
Project Proposal	ELA 1.8.11.A		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator
Project Exploration/Verification of Hours by Mentor	13.1.11.D.5		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator
Rough Draft of Project Paper	13.1.11.D.5		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator
Rough Draft of Project Visual Presentation	13.1.11.D.5		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator
Project Panel Presentation	13.1.11.D.5 13.2.11.E		Grade 12 Career Educator	Quizzes, Assignments, Projects as Assigned by Teacher	Full Year Course	Grade 12 Career Educator

Career Plan Portfolio/Artifacts

Demographics	Process Description
<ul style="list-style-type: none"> What grade will the Plan and Portfolio start? 	The career plan and portfolio process begins in the Elementary program with career awareness activities and introduction to the Smart Futures program.
<ul style="list-style-type: none"> Will the plan/portfolio be electronic, hard copy or both? 	Student career plans/portfolios will be housed electronically in the Smart Futures program in grades K-12.
<ul style="list-style-type: none"> Who will be responsible for maintaining the portfolio? 	Career plans/portfolios are maintained at each grade level program - Elementary, Middle School, and High School.
<ul style="list-style-type: none"> What demographic information will be included on the student portfolio? 	Demographic information included in the student portfolio includes the student's first name, last name, school email address, graduating year, current grade, date of birth, and zip code. Students can choose to add additional information to their career portfolios.

Grade Level	Career Portfolio Artifacts Collected
K	<ul style="list-style-type: none"> None
1	<ul style="list-style-type: none"> None
2	<ul style="list-style-type: none"> None
3	<ol style="list-style-type: none"> My Interests Importance of Planning What is Entrepreneurship?
4	<ol style="list-style-type: none"> My Interests and Abilities Career Training Programs Writing a Business Letter Risks and Rewards of Entrepreneurship
5	<ol style="list-style-type: none"> My Personal Schedule Applying Successful Attitudes and Work Habits Choosing a Career Character Traits of Real Entrepreneurs
6	<ol style="list-style-type: none"> Career Clusters and Pathways My Work Values Survey Learning from Entrepreneurship
7	<ol style="list-style-type: none"> My Interest Survey Conflict Resolution Changing Workplace
8	<ol style="list-style-type: none"> Knowledge Skills Abilities (CAR) Goal Setting (CAR) Explore your CTC CAR) Finalization of Career Plan (Car)
9	<ol style="list-style-type: none"> Intrinsic/Extrinsic Motivation Letter SMART Goal Setting Study Habits and Time Management Healthy Routines Strategies to overcome academic challenges Netiquette and effective communication

	<ol style="list-style-type: none"> 7. Staying Safe Online 8. Reading/Notetaking/Researching Online 9. Writing Academic Papers, Presentation Creation, Executing Public Presentation
10	<ol style="list-style-type: none"> 1. New Thinking About Career Success 2. My Personality Type 3. Job Application 4. Preparation for Careers 5. Abilities and Aptitudes 6. Personal Interests 7. Career Clusters and Pathways 8. Experiencing Careers While Still in School
11	<ol style="list-style-type: none"> 1. Selecting Your Career Goal 2. My Programs or Majors 3. My School and College Survey 4. Job Interviews 5. Active Listening 6. The Entrepreneur Within 7. Personal Budget 8. Multiple Intelligences
12	<ol style="list-style-type: none"> 1. Post-Secondary Plans Survey 2. Capstone Graduation Project <ol style="list-style-type: none"> a. research paper b. job shadowing c. volunteering d. externships e. SMART Goals f. public speaking

Parent & Guardian Awareness

Grade Levels	Awareness & Engagement Strategies	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Elementary Parents/Guardians	<ul style="list-style-type: none"> -School Counselor newsletters -Career planning activity invitations -Emails -School Counselor and teacher follow-up on career artifact completion 	<ul style="list-style-type: none"> -School Counselors -Career Services Administration -Teachers -Assistant Principal/Principal 	<ul style="list-style-type: none"> -Number of students participating in activities -Communication Log 	Grade Level School Counselor
Middle School Parents/Guardians	<ul style="list-style-type: none"> -Blackboard organization announcements -Robo-calls -School Counseling website -Career planning activity invitations -Emails -School Counselor and teacher follow-up on career artifact completion 	<ul style="list-style-type: none"> -School Counselors -Career Services Administration -Teachers -Assistant Principal/Principal 	<ul style="list-style-type: none"> -Number of students participating in activities -Communication Log 	Grade Level School Counselor

High School Parents/Guardians	<ul style="list-style-type: none"> -School Counselor newsletters -School Counseling website -Blackboard Organization announcements -Career planning activity invitations -Emails -School Counselor and teacher follow-up on career artifact completion -Tier 2 Invitations for student SEL engagement/opt-out -Psychoeducational information communicated through email 	<ul style="list-style-type: none"> -School Counselors -Teachers -Career Educators -Career Services Administration -Assistant Principal/Principal 	<ul style="list-style-type: none"> -Number of students participating in activities -Communication Log 	Grade Level School Counselor Career Services
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Faculty/Administrator Awareness

Grade Level	Awareness & Engagement Strategies	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Elementary	<ul style="list-style-type: none"> - Smart Futures reports including career artifact completion percentages distributed to teachers and administrators -Collaboration meetings with teachers regarding student and classroom needs -Weekly meeting with elementary school administrators 	<ul style="list-style-type: none"> -School Counselor -Career Services Administration 	<ul style="list-style-type: none"> -Number of students participating in activities 	Grade Level School Counselor
Middle School	<ul style="list-style-type: none"> -Smart Futures reports including career artifact completion percentages distributed to teachers and administrators -Weekly admin meetings -Blackboard announcements -Bi-weekly meetings with school nurse -Collaboration with staff and administrators for scheduling lessons -school counseling department K-12 meetings -Collaboration meetings with teachers and Family Support Coordinators regarding student and classroom needs 	<ul style="list-style-type: none"> -School Counselor -Career Services Administration 	<ul style="list-style-type: none"> -Number of students participating in activities 	Grade Level School Counselor
High School	<ul style="list-style-type: none"> -Regular update reports including career artifact completion percentages to teachers and administrators -Beginning of Year Staff Meeting -Monthly newsletters -Blackboard announcements -Counseling website -Course selection protocols communicated through email -Bi-weekly meeting between school counselors and high school administration -Weekly meeting with assistant principals -Bi-weekly meetings with school nurse -Attend high school team meetings 	<ul style="list-style-type: none"> -School Counselor -Career Services Administration 	<ul style="list-style-type: none"> -Number of students participating in activities 	Grade Level School Counselor Career Services

Career Placement and Transition Services
for all students from school to work, college or military

Grade	# of Students	Activity that leads to . . .	Employment	Postsecondary Education	Military
9	Offered to All	College Representative Visits Career Fair (2 per year) Career Speaker Series (2 per month) Individual Career Counseling Sessions	X X X	X X	 X
10	Offered to All	College Representative Visits Career Fair (2 per year) Career Speaker Series (2 per month) Individual Career Counseling Sessions	X X X	X X	 X
11	Offered to All	College Representative Visits Military Recruiter Visits Career Fair (2 per year) Career Speaker Series (2 per month) Alumni Mentor Speaker Series Individual Career Counseling Sessions	 X X X X	X X X	 X X X
12	Offered to All	College Representative Visits Military Recruiter Visits Career Fair (2 per year) Career Speaker Series (2 per month) Alumni Mentor Speaker Series Individual Career Counseling Sessions	 X X X X	X X X	 X X X

Consultation with Teachers and Administrators

Elementary School, Grades K-4

School Counseling Curriculum	Prevention, Intervention, and Responsive Services	Individual Student Planning	System Support
Purpose Provides developmental, comprehensive school counseling program content in a systemic way to students in Grades K-4.	Purpose Addresses student needs via small group, individual, and school-wide strategies.	Purpose Assist students and learning coaches in the development of academic, career planning, and social-emotional development to aid with academic transitions.	Purpose Support staff school-wide initiatives and staff.
Academic <ul style="list-style-type: none"> -PSSA Presentations -Grade level promotion presentations -School counseling newsletter 	Academic <ul style="list-style-type: none"> -Student scheduling and material ordering -Coordinating and holding 504 meetings -504 document management 	Academic <ul style="list-style-type: none"> -Assisting teachers and administration with learning coach communication 	Academic <ul style="list-style-type: none"> -PSSA test administration -Schedule changes
Career <ul style="list-style-type: none"> -Intro to Smart Futures -Follow up meetings for career artifacts -Data Tracking 	Career <ul style="list-style-type: none"> -Career lessons -Communication to learning coaches about career education expectations 	Career <ul style="list-style-type: none"> -Follow up on student artifacts 	Career <ul style="list-style-type: none"> -Career speaker assemblies -Introducing Smart Futures
Social/Emotional <ul style="list-style-type: none"> -SEL Tier 1 Classroom lessons 	Social/Emotional <ul style="list-style-type: none"> -Crisis response -SAP meetings -SAP case management -IEP meeting attendance -Calls to learning coaches 	Social/Emotional <ul style="list-style-type: none"> -SEL Tier 2 small groups/lunch bunch -Conflict resolution with students -Consult/collaborate with parents and teachers 	Social/Emotional <ul style="list-style-type: none"> -Coordinate with inpatient faculty -Attend Outings
Counselor Role Direct/Indirect	Counselor Role Direct/Indirect	Counselor Role Direct	Counselor Role Direct/Indirect
Percentage of Time 20%	Percentage of Time 40%	Percentage of Time 30-35%	Percentage of Time 10%

Middle School, Grades 5-8

School Counseling Curriculum	Prevention, Intervention, and Responsive Services	Individual Student Planning	System Support
Purpose Provides developmental, comprehensive school counseling program content in a systemic way to students in Grades 5-8.	Purpose Addresses student needs via small group, individual, and school-wide strategies.	Purpose Assist students and learning coaches in the development of academic, career planning, and social-emotional development to aid with academic transitions.	Purpose Support staff school-wide initiatives and staff.
Academic <ul style="list-style-type: none"> -Grade Level Transition Presentation -Monthly Executive Functioning office hours 	Academic <ul style="list-style-type: none"> -MTSS, SAP, Coordination of 504 meetings, 504 documentation management 	Academic <ul style="list-style-type: none"> -SAP -8th Grade Individual Student Meetings -Scheduling Consultation/Records Review 	Academic <ul style="list-style-type: none"> -PSSA Test Administration -Professional Development Presentation (Anti-Bullying) -Scheduling Consultation/Master Schedule Review/Materials Ordering/Needs based schedule changes -School counseling teacher referrals
Career <ul style="list-style-type: none"> -Career Presentations -8th Grade Career Course 	Career <ul style="list-style-type: none"> -5th-7th Career Course -8th Grade Office Hours 	Career <ul style="list-style-type: none"> -Collaboration with administration for targeted robocalls -Coordination of semester 2 student career artifacts 	Career <ul style="list-style-type: none"> -Career Speakers
Social/Emotional <ul style="list-style-type: none"> -Tier 1 Character Ed/SEL/Digital Citizenship Presentations -Grades 5-8 Website -Grade-Level School Counseling Orgs 	Social/Emotional <ul style="list-style-type: none"> -Middle School-wide Digital Citizenship Presentation -Small Groups -Themed Office Hours -Student Crisis Intervention 	Social/Emotional <ul style="list-style-type: none"> -Individual Student Meetings/Check-ins -SAP -MTSS -Transition planning for returning from treatment centers -Student services post crisis 	Social/Emotional <ul style="list-style-type: none"> -Transition planning for returning from treatment centers -School counseling teacher referrals -Professional Development Presentation (Anti-Bullying)
Counselor Role Direct/Indirect	Counselor Role Direct/Indirect	Counselor Role Direct/Indirect	Counselor Role Direct/Indirect
Percentage of Time 30%	Percentage of Time 25%	Percentage of Time 25%	Percentage of Time 20%

High School, Grades 9-12

School Counseling Curriculum	Prevention, Intervention, and Responsive Services	Individual Student Planning	System Support
Purpose Provides developmental, comprehensive school counseling program content in a systemic way to students in Grades 9-12.	Purpose Addresses student needs via small group, individual, and school-wide strategies.	Purpose Assist students and learning coaches in the development of academic, career planning, and social-emotional development to aid with academic transitions.	Purpose Support staff and school-wide initiatives.
Academic <ul style="list-style-type: none"> -Course selection presentations -Postsecondary planning grade level presentations -School Counseling Newsletter -School Counselor Website & Resources 	Academic <ul style="list-style-type: none"> -Semester failures and schedule changes -Meet with students to discuss course selections -Athletic Eligibility Report for Grade Monitoring of All students -Administration and Counselor Meetings to review students at risk 	Academic <ul style="list-style-type: none"> -Individual course planning meetings -Individual meetings with students and learning coaches -Student course scheduling -Summer course enrollment and credit recovery scheduling 	Academic <ul style="list-style-type: none"> - Write recommendation letters - Assist with SAT/ACT registration - Senior Awards Tracking - Keystone Testing - Transcript Review - Quarterly progress tracking and rescheduling -Professional development -Schedule changes -New student enrollments -Monitor early graduate and double promotion candidates
Career <ul style="list-style-type: none"> -Post-secondary planning grade level presentations -School Counseling Newsletter -School Counselor Website & Resources -College & post-secondary school virtual visits 	Career <ul style="list-style-type: none"> -Collaboration with Career Services Administration on Career Fairs and visits 	Career <ul style="list-style-type: none"> -Senior Review meetings -Counseling regarding career pathways as it relates to scheduling 	Career <ul style="list-style-type: none"> -College application processing -Financial Aid presentations
Social/Emotional <ul style="list-style-type: none"> -SEL tier 1 presentations -SEL Screener -School Counseling Newsletter -School Counselor Website & Resources 	Social/Emotional <ul style="list-style-type: none"> -SEL Tier 2 small groups -Conflict resolution meetings -Consultation and collaboration with parents, teachers, community agencies, etc. regarding individual student needs 	Social/Emotional <ul style="list-style-type: none"> - Crisis response - Attend SAP meetings - Attend IEP meetings - Individual check-in meetings - Coordinate transition during and after inpatient treatment -Individual meetings learning coaches 	Social/Emotional <ul style="list-style-type: none"> - Manage 504 Plans - Professional development department based planning
Counselor Role Direct	Counselor Role Direct	Counselor Role Direct/Indirect	Counselor Role Direct/Indirect
Percentage of Time 15-25%	Percentage of Time 25-35%	Percentage of Time 25-35%	Percentage of Time 25-35%

Chapter 339 Plan Advisory Council

PA Virtual Charter School Advisory Council meets one time per school year. The council reviews program goals of the school counseling and career programs to support the students and parents/guardians at PA Virtual Charter School.

Stakeholder Group	Name	Title & Organization
Students		
	Annabel Rock	8th Grade Student, Middle School
	1 representatives	High School
Parents/Guardian		
	Jen Brodhag	Director of Parent Engagement
Educators		
	Bethany Pepe	School Counselor, Grades K-2
	Alyssa Opdyke	School Counselor, Grades 3-4
	Lisa Shearn	School Counselor, Grade 5
	Sandra Lisowski	School Counselor, Grade 6
	Christine Siravo	School Counselor, Grade 7
	Bernadette Mathis	School Counselor, Grade 8
	Maddie Liberatore	School Counselor, Grade 9
	Janae Johnson	School Counselor, Grade 10
	Jessica Keys	School Counselor, Grade 11
	Meghan Myers	School Counselor, Grade 12
	Crystal Widmann	Assistant Principal, Pupil Services
	Laura Matjasic	Director of Career Career Services
	Gabrielle Eisenhower	Field Placement & Career Services Manager
	McKenna Nagle	Career Educator
	Jason Fitzpatrick	Principal, Pupil Services
	Christina Woltjen	Elementary School Nurse
	Christine Gallagher	Assistant Principal, Elementary School
	Julie Craig	Teacher, Elementary School
	Rick Verga	Principal, Middle School
	Patience Simon	Teacher, Middle School
	Marika Barth	Special Education Teacher, High School
	Bethany Dombach	Assistant Principal, High School
Business/Community		
	Kate Neubert-Lechner	Executive Director, Erie Center for Arts & Technology
Postsecondary		
	John Lawless	Manager of Early College Programs, Johnson College of Technology
	Danielle Schueller	School Counseling Faculty, Temple University
	Krista Nice	Admissions Representative, Luzerne County Community College

Appendix

Chapter 339 Plan Advisory Council - Meeting Agenda

Date: 3/17/2025

Time: 2-3:30pm

Location: Google Meet

1. Welcome and Introductions

- a. *Facilitator:* Crystal Widmann, Assistant Principal, Pupil Services
 - i. Welcome and purpose of the meeting
 - ii. Introduction of attendees, including names, roles, organizations represented

2. Overview of Agenda & Meeting Objectives

- a. *Facilitator:* Crystal Widmann, Assistant Principal, Pupil Services
 - i. Presentation of the agenda
 - ii. Advisory Council Expectations

3. Comprehensive School Counseling Program

- a. *Facilitators:* Crystal Widmann, AP Pupil Services & Laura Matjasic, Director of Career Services
 - i. Department Mission Statements/Initiatives
 - 1. School Counseling (Crystal Widmann)
 - 2. Career Services (Laura Matjasic)
 - ii. K-12 School Counseling Program Goals
 - 1. Elementary
 - 2. Middle School
 - 3. High School

4. Smart Futures Program Implementation & Career Portfolio Review

- a. *Facilitator(s):* Laura Matjasic, Director of Career Services
 - i. Portfolio Requirements by Grade Level
 - 1. K-12 Artifacts collected
 - a. Elementary
 - b. Middle School
 - c. High School
 - ii. Current completion rates
 - iii. Implementation challenges & successes

5. School Counseling Program Delivery & Effectiveness

- a. *Facilitators:* Crystal Widmann & All School Counselors
 - i. Service Delivery Methods
 - 1. Elementary
 - 2. Middle School
 - 3. High School

- ii. Program Evaluation Data
 - 1. Key performance indicators
 - 2. Baseline data measures
 - 3. Data Collection & Review

6. Resource Allocation & Partnerships

- a. *Facilitators:* Laura Matjasic, Director Career Services
 - i. Post-secondary collaborations
 - ii. Community/Business partnerships
 - iii. Identified resource gaps

7. Open Forum for Discussion

- a. *Facilitator:* Crystal Widmann, AP Pupil Services
 - i. Opportunity for council members to ask questions, share insight, and provide additional input
 - ii. Document recommendations for future agenda items

8. Final Review of Action Items

- a. *Facilitator:* Crystal Widmann, AP Pupil Services

Sample Career Plan/Portfolio

Overview



My name is **Jacob**. I am a student at **PA Virtual High School** with the class of 2026.



My career goal is to be a .



For my education I'd like to **go immediately into the workforce**.

2 Who am I?

My Future Ready Badges

 Level: K-3 Abilities and Aptitudes <i>Mar 02, 2020</i> ★ I-Statement I have identified various types of interests people have.	 Level: K-3 Personal Interests <i>Mar 02, 2020</i> ★ I-Statement I have assessed my own interests and related them to possible careers.	 Level: K-3 Career Plan Components <i>Mar 02, 2020</i> ★ I-Statement I recognize why an education plan is important to help with my education choices.	 Level: K-3 Career Planning Portfolios <i>Mar 02, 2020</i> ★ I-Statement I have developed a plan for my week.
 Level: K-3 Time Management <i>Mar 02, 2020</i> ★ I-Statement I understand that planning is critical to success in school and at home.	 Level: K-3 Budgeting <i>Mar 26, 2021</i> ★ I-Statement I have a solid understanding of how money works.	 Level: K-3 Career Acquisition Process <i>Mar 26, 2021</i> ★ I-Statement I recognize that being able to work in groups is an important workplace skill.	 Level: K-3 Cooperation and Teamwork <i>Mar 26, 2021</i> ★ I-Statement I have rated my ability to cooperate and work on a team.
 Level: K-3 Group Interaction <i>Mar 26, 2021</i>	 Level: 6-8 Preparation for Careers <i>Jan 18, 2022</i>	 Level: 6-8 Risk and Rewards <i>Mar 17, 2022</i>	 Level: 6-8 Character Traits <i>Mar 17, 2022</i>

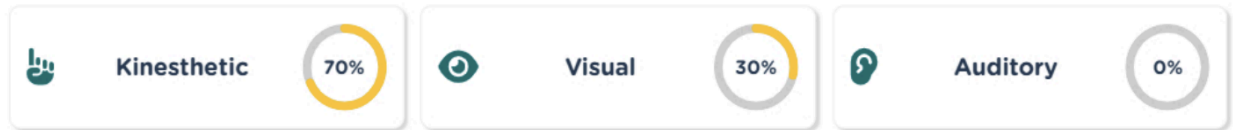
<p>1701 20, 2021</p> <p>★ I-Statement I have rated the ways I operate in group settings.</p>	<p>2011 10, 2022</p> <p>★ I-Statement I have explored the 16 career clusters and understand how similar careers are grouped.</p>	<p>1701 17, 2022</p> <p>★ I-Statement I understand the unique nature of the career of the entrepreneur.</p>	<p>1701 17, 2022</p> <p>★ I-Statement I have studied the traits entrepreneurs used to create their companies.</p>
 <p>Level: 9-Adult</p> <p>Career Acquisition Documents Apr 28, 2022</p> <p>★ I-Statement I understand the importance of having a strong, updated resume.</p>	 <p>Level: 6-8</p> <p>Career Acquisition Process Apr 28, 2022</p> <p>★ I-Statement I can help to resolve conflicts in a team environment.</p>	 <p>Level: 6-8</p> <p>Group Interaction Apr 28, 2022</p> <p>★ I-Statement I can apply conflict resolution techniques when conflicts arise.</p>	 <p>Level: 6-8</p> <p>Personal Interests May 31, 2022</p> <p>★ I-Statement I have identified my personal interests and identified careers that match me.</p>
 <p>Level: 6-8</p> <p>Personal Interests May 31, 2022</p> <p>★ I-Statement I have analyzed how career options relate to my core work values.</p>	 <p>Level: 6-8</p> <p>Abilities and Aptitudes May 31, 2022</p> <p>★ I-Statement I have identified careers that match my knowledge, skills, and abilities.</p>	 <p>Level: 6-8</p> <p>Work Habits Nov 21, 2022</p> <p>★ I-Statement I know my primary learning style and have learned techniques that can help me succeed in the classroom or workplace.</p>	 <p>Level: 9-Adult</p> <p>Preparation for Careers Oct 09, 2024</p> <p>★ I-Statement I understand that different careers require different types of education paths</p>
 <p>Level: 6-8</p> <p>Personal Interests May 31, 2022</p> <p>★ I-Statement I have analyzed how career options relate to my core work values.</p>	 <p>Level: 6-8</p> <p>Abilities and Aptitudes May 31, 2022</p> <p>★ I-Statement I have identified careers that match my knowledge, skills, and abilities.</p>	 <p>Level: 6-8</p> <p>Work Habits Nov 21, 2022</p> <p>★ I-Statement I know my primary learning style and have learned techniques that can help me succeed in the classroom or workplace.</p>	 <p>Level: 9-Adult</p> <p>Preparation for Careers Oct 09, 2024</p> <p>★ I-Statement I understand that different careers require different types of education paths</p>
 <p>Level: 9-Adult</p> <p>Relationship Between Education and Career Oct 09, 2024</p> <p>★ I-Statement I understand that there are many paths to career success.</p>	 <p>Level: 9-Adult</p> <p>Risk and Rewards Oct 09, 2024</p> <p>★ I-Statement I understand how entrepreneurship relates to my career goals and career opportunities</p>	 <p>Level: 9-Adult</p> <p>Abilities and Aptitudes Dec 14, 2022</p> <p>★ I-Statement I have analyzed how my personality traits relate to career choice.</p>	 <p>Level: 9-Adult</p> <p>Personal Interests Dec 14, 2022</p> <p>★ I-Statement I have analyzed how my personality affects how I work and how I work with others.</p>

 <p>Level: 9-Adult</p> <p>Work Habits Dec 14, 2022</p> <p>★ I-Statement I have reviewed careers that match my personality type.</p>	 <p>Level: 9-Adult</p> <p>Interviewing Skills Jan 04, 2023</p> <p>★ I-Statement I am able to complete a professional job application.</p>	 <p>Level: 9-Adult</p> <p>Preparation for Careers Feb 13, 2023</p> <p>★ I-Statement I have considered many education paths that can lead to career success.</p>	 <p>Level: 9-Adult</p> <p>Personal Interests Mar 22, 2023</p> <p>★ I-Statement I have identified my personal interests and careers that match my personality.</p>
 <p>Level: 9-Adult</p> <p>Abilities and Aptitudes Apr 12, 2023</p> <p>★ I-Statement I have identified careers that match my abilities and aptitudes.</p>	 <p>Level: 6-8</p> <p>Resources May 31, 2023</p> <p>★ I-Statement I can use online resources to evaluate careers and job opportunities.</p>	 <p>Level: 9-Adult</p> <p>Career Selection Influences Oct 23, 2024</p> <p>★ I-Statement I have identified career clusters that are a good fit for me.</p>	 <p>Level: 9-Adult</p> <p>Career Plan Components Oct 23, 2024</p> <p>★ I-Statement I have Chosen a Career Cluster that matches me.</p>
 <p>Level: K-3</p> <p>Local Career Preparation Opportunities Nov 17, 2023</p> <p>★ I-Statement I have matched many jobs that exist in my community.</p>	 <p>Level: K-3</p> <p>Career Selection Influences Nov 17, 2023</p> <p>★ I-Statement I have matched the work people do with their jobs.</p>	 <p>Level: K-3</p> <p>Preparation for Careers Dec 01, 2023</p> <p>★ I-Statement I have reviewed the education and training needed for several careers.</p>	 <p>Level: K-3</p> <p>Relationship Between Education and Career Dec 08, 2023</p> <p>★ I-Statement I have identified things I'm learning in school that will help me in a career.</p>
 <p>Level: K-3</p>	 <p>Level: K-3</p>	 <p>Level: K-3</p>	 <p>Level: K-3</p>
<p>Work Habits Jan 03, 2024</p> <p>★ I-Statement I have identified good attitudes and habits that I have and those I need to improve.</p>	<p>Non-Traditional Workplace Roles Jan 03, 2024</p> <p>★ I-Statement I know many roles that I play in my daily life.</p>	<p>Workplace Changes Jan 03, 2024</p> <p>★ I-Statement I recognize how roles change as time passes and situations change.</p>	<p>Lifelong Learning Jan 17, 2024</p> <p>★ I-Statement I have chosen things I'd like to learn that will help me improve my situation at school or at home.</p>

<p>Work Habits Jan 03, 2024</p> <p>★ I-Statement I have identified good attitudes and habits that I have and those I need to improve.</p>	<p>Non-Traditional Workplace Roles Jan 03, 2024</p> <p>★ I-Statement I know many roles that I play in my daily life.</p>	<p>Workplace Changes Jan 03, 2024</p> <p>★ I-Statement I recognize how roles change as time passes and situations change.</p>	<p>Lifelong Learning Jan 17, 2024</p> <p>★ I-Statement I have chosen things I'd like to learn that will help me improve my situation at school or at home.</p>
 <p>Level: K-3</p> <p>Risk and Rewards Jan 17, 2024</p> <p>★ I-Statement I understand what the word "entrepreneurship" means.</p>	 <p>Level: K-3</p> <p>Business Plan Jan 17, 2024</p> <p>★ I-Statement I have role-played working in various kid-focused enterprises.</p>	 <p>Level: K-3</p> <p>Character Traits Feb 12, 2024</p> <p>★ I-Statement I have assessed my own entrepreneurial traits.</p>	 <p>Level: K-3</p> <p>Resources Mar 18, 2024</p> <p>★ I-Statement I have researched job opportunities on the Internet.</p>
 <p>Level: K-3</p> <p>Interviewing Skills Apr 29, 2024</p> <p>★ I-Statement I have assessed my speaking and listening skills against the ULTRA model.</p>	 <p>Level: K-3</p> <p>Career Acquisition Process Apr 29, 2024</p> <p>★ I-Statement I understand and have practiced good listening and speaking techniques.</p>	 <p>Level: K-3</p> <p>Career Acquisition Documents May 06, 2024</p> <p>★ I-Statement I have written a personal letter with an opening, body, and closing.</p>	 <p>Level: 4-5</p> <p>Abilities and Aptitudes May 13, 2024</p> <p>★ I-Statement I can identify career options that match my interests and abilities.</p>
 <p>Level: 4-5</p> <p>Personal Interests May 13, 2024</p> <p>★ I-Statement I can describe how personal interests and abilities relate to career choices.</p>	 <p>Level: 4-5</p> <p>Relationship Between Education and Career May 13, 2024</p> <p>★ I-Statement I can connect my own interests and abilities to careers I may be good at and enjoy.</p>	 <p>Level: 4-5</p> <p>Lifelong Learning May 13, 2024</p> <p>★ I-Statement I understand how my interests effect what I like to learn.</p>	 <p>Level: 9-Adult</p> <p>Local Career Preparation Opportunities Jan 22, 2025</p> <p>★ I-Statement I have identified things I've done or can do now that can prepare me for career success.</p>

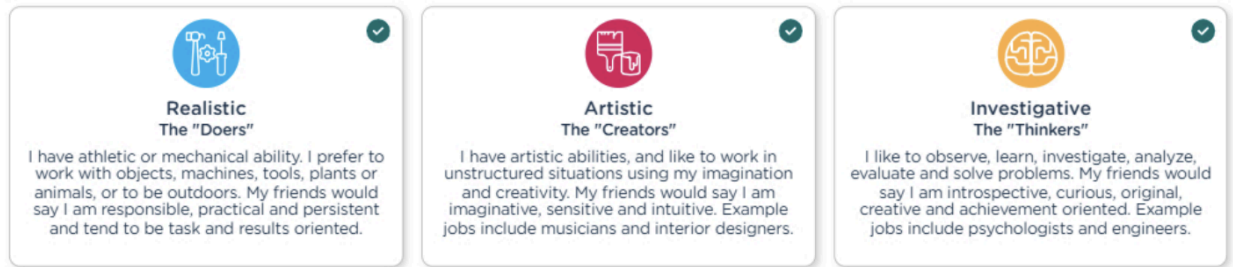
My Learning Style

Learning styles refer to how you prefer to absorb and process information, such as through visual, auditory, or kinesthetic methods. Identifying your learning style is vital for career exploration as it enables you to select educational and training opportunities that best suit your preferred way of learning, ensuring a more effective and enjoyable learning experience. By understanding your learning style, you can make informed decisions about skill development and career paths, leading to greater confidence and success in your chosen field.



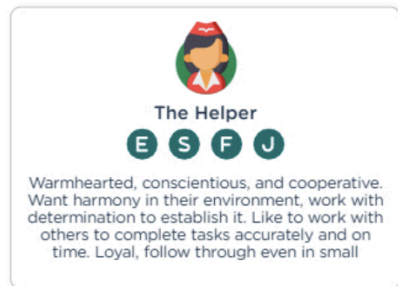
My Interest Type

These interests categorize jobs into six types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. They play a vital role in career exploration by enabling you to recognize your preferences, strengths, and interests, assisting you in making informed decisions about potential career paths that align with your unique personality traits. Understanding these codes will help you find a fulfilling career that leads to greater job satisfaction and success.



My Personality Type

Personality types are classifications that define individual characteristics, behavior patterns, and preferences. In career exploration, recognizing your personality type is crucial as it helps you identify potential job matches that align with you strengths, interests, and work styles. By considering your personality type, you can make informed career decisions, leading to greater job satisfaction, productivity, and a sense of fulfillment in your chosen profession.



My Work Values

Work values are the guiding principles and beliefs that you prioritize in your professional life, influencing your job satisfaction and motivation. In career exploration, understanding your work values is crucial as it allows you to align your career choices with what you find meaningful, fulfilling, and important. By considering your work values, you can make informed decisions about your career path, leading to increased job satisfaction, engagement, and long-term success in a profession that resonates with your core values.



My Knowledge, Skills, and Abilities

Knowledge, skills, and abilities are the essential building blocks of career education, empowering individuals to acquire expertise, adapt to evolving industries, and excel in their chosen professions.

Knowledge

Building and Construction

Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as

Mathematics

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and

Skills

Mathematics

Using mathematics to solve problems.

Persuasion

Persuading others to change their minds or behavior.

Service Orientation

Actively looking for ways to help people.

Abilities

Memorization

The ability to remember information such as words, numbers, pictures, and procedures.

Flexibility of Closure

The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

Visual Color Discrimination

The ability to match or detect differences between colors, including shades of color and brightness.

My Multiple Intelligences Report

You have a unique set of traits that make you who you are. The study of multiple intelligences will help you to identify the way your mind works in such a way as to help you better understand yourself and the types of careers in which you might enjoy and excel. This Multiple Intelligences Report is intended to equip you to make better career pathway decisions and, ultimately, lead a more effective and fulfilling life.



Complete the Multiple Intelligences activity to see your interest data.

[Go to Activities](#)

③ Where am I going?

My Favorite Careers

	Career	Description	Wage	Education
♥	Animal Caretakers	Feed, water, groom, bathe, exercise, or otherwise provide care to promote and maintain the well-being of pets and	\$33,650	Some Preparation Needed
♥	Soil and Plant Scientists	Conduct research in breeding, physiology, production, yield, and management of crops and agricultural plants or trees,	\$61,850	Extensive Preparation Needed
♥	Landscaping and Groundskeeping Workers	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a	\$40,700	Little or No Preparation Needed

School Counselor Job Description

Department: Guidance (K-4, 5-8, 9-12)
Reports To: Assistant Principal, Pupil Services
Supervisory Responsibilities: N/A
Work Location: Remote

Position Type: Full-Time or Part-Time
FLSA Status: Exempt
Pay Type: Salaried
Union: Yes

Position Summary:

The School Counselor works under the direction of the program principal and is responsible for helping students throughout their education, including providing support in the areas of mental health, academic achievement, scheduling students, transition, career choices, personal and social development, as well as supporting students in times of crisis.

Essential Responsibilities:

- Providing Counseling and student support services
 - Counsel students individually, in small group counseling sessions, and in-classroom counseling lessons
 - Provide direct services through the Counseling Curriculum, Individual Student Planning, and Preventive and Responsive Services
 - Provide Indirect services to students through program management, system support, and accountability
 - Provide evidence-based individual and group counseling, child welfare, and attendance counseling services, including advocacy for students to facilitate improved student engagement, attendance, academic achievement, improved social adjustment, and school stability
 - Support students returning from a clinical placement.
 - Coordinate Section 504 Planning to include but not limited to:
 - Create and maintain all related documentation and lead the meetings with the grade level teams.
 - Communicate with staff members and parents or guardians, including meeting scheduling and any follow-up communications, etc.
 - Collaborate with relevant personnel to adhere to and monitor all aspects of the plans.
 - Ensure posting of the final plan and distribution to all relevant staff members.
 - Provide referrals as needed
 - Complete Annual 504 Review Meetings to maintain compliance, ensure fidelity of implementation and request annual documents needed for updating the 504
 - Participate in Student Assistance Program (SAP) meetings and complete relevant SAP documents
 - Advocate for students at individual education plan (IEP) meetings
 - Provide referrals to external agencies as needed and follow procedures as documented in the school safety, security, and crisis response plan (Crisis Manual)
- Advisement and appraisal for academic planning

- o Provide students with comprehensive experiences and programming that address transitional needs and career planning throughout K-12 and into their post-secondary paths.
 - o Gather information and direct students to achieve transitional and post-secondary goals
 - o Review of student transcripts and completion of student credit audits if applicable.
 - o Collaborate with staff, and participate in, Orientation to provide academic advising for new students.
 - o Interpret students' cognitive, aptitude, and achievement tests
- Analysis of disaggregated schoolwide and school counseling program data
 - o Collect, maintain, and report the Career Readiness Indicator artifacts and provide related lessons and counseling services.
 - o Collect, maintain, and report out the graduation requirement artifacts required for students to graduate as per the current student handbook and board policy
 - o Review, maintain, and consistently update students' promotion and graduate documents to reflect students' status for promotion to the next grade, retention, and graduation eligibility.
 - o Track and maintain student data that is relevant and applicable to better inform decision-making when meeting with students and providing support
 - o Regularly review and assess data and trends related to student enrollment, attendance, behavior support, adjustment, academic achievement, and progress.
- Student Scheduling
 - o Assist with scheduling duties to include; scheduling students and ordering newly enrolled student curriculum materials.
 - o Maintain and update the yearly course catalog
 - o Ensure that all students are selecting appropriate courses and have completed course selection if applicable
 - o Complete student schedule audits, to include credit audits if applicable
 - o Complete all student-related scheduling as assigned
- General Student Support
 - o Implement the school counseling program based on the ASCA National Standards, PA Career Education Standards, and the current individual school data
 - o Maintain and update the school-wide resource manual
 - o Consistently communicate with teachers, learning coaches, and students using all applicable and appropriate methods of verbal and written communication, including but not limited to email, call, text, etc
 - o Create and implement program projects and initiatives, when applicable
 - o Distribute monthly newsletter to students/parents
 - o Create supplemental student accounts (Career Zone, Method Prep, Naviance, etc.)
 - o Assist with standardized testing administration and PA state testing as required
 - o Assist with onsite College Board testing during regular school days and hours and support students with applying for the test and test accommodations, as well as other related duties as assigned
 - o Protect student records and information per state and federal regulations
- Collaboration

- o Work closely with Program Principals and the Assistant Director of Guidance & Federal Programs to inform school administrators and staff about the comprehensive school counseling program.
- o Consult with teachers about building classroom connections, effective classroom management, and the role of noncognitive factors in student success
- o Consult with the program principal to identify and resolve student issues, needs, and problems
- o Communicate the goals of the comprehensive school counseling program to education stakeholders
- o Continue to be a resource for Teaching, Learning & Family Support teams
- o Communicate cases with leadership to benefit individual students
- o Provide parent support in coordination with the Family Support Coordinators and orientation team, as well as other related duties as assigned
- Travel as required; including home visits
- Other tasks as assigned as related to job responsibilities

Non-Essential Responsibilities:

- Other duties, special projects, and travel as assigned

Education, Certifications, Experience:

- Master's Degree in Education, Psychology, or Counseling
- PA certification in School Counseling; Dual certification preferred - Elementary and Secondary
- Experience as a School Counselor in a large district
- Experience in Career exploration

Other Eligibility Requirements/Qualifications:

- Ability to effectively interact with counselees and other professional staff
- Ability to treat confidential information with sensitivity
- Strong oral and written communication skills
- Strong interpersonal skills
- Excellent organizational and time management skills
- Good technology skills

Last Revision Date:

May 7, 2020

Acknowledgement/Acceptance: Employee, _____, is expected to adhere to all company policies while employed at PA Virtual and has read and understands the contents of this job description. Please note, this job description may not contain a comprehensive listing of all duties or responsibilities that are required for this job. However, changes to essential duties or responsibilities may result in the issuance of a new job description.

Signature: _____ **Date:** _____

Assistant Principal, Pupil Services Job Description

Department: Student Support Services
Reports To: Principal, Pupil Services
Supervisory Responsibilities: Yes
Position Grade: 7

Work Location: Remote
Position Type: Full-Time
FLSA Status: Exempt
Pay Type: Salaried
Union: N/A

Position Summary:

The Assistant Principal, Pupil Services plays a crucial role in supporting the overall educational environment, ensuring the well-being of students, and promoting student achievement. They assist the Principal in articulating the school's vision and goals, effectively allocating resources, and motivating staff and students. Additionally, they oversee various areas, including 504 plans, the student assistance program, acting as a homeless liaison, facilitating dual enrollment opportunities, coordinating programs for high school students, providing support for students in treatment facilities, supervising the social worker, and assisting with the administration of student clubs. The Assistant Principal works closely with students, parents, teachers, and other staff members to create a positive and inclusive learning environment.

Essential Responsibilities:

- Assist in creating an organizational vision and goals for personalized student success aligned with PA Virtual goals
- Use student data for informed decision-making
- Build a collaborative and empowering work environment
- Monitor all aspects of guidance programming consistent with relevant standards, including 504 plans, K-12 Student Assistance Programming (SAP/ESAP), and Section 504 planning
- Collaborate with counselors, teachers, parents, and relevant stakeholders to develop, review, and revise 504 plans as necessary
- Provide guidance and support to counselors and teachers regarding accommodations and modifications outlined in the 504 plans
- Coordinate and oversee the student assistance program to support students with personal, social, and emotional challenges
- Collaborate with counselors, teachers, and external agencies to identify at-risk students and provide necessary interventions and support
- Act as the point of contact for homeless students and their families, providing necessary resources and support
- Collaborate with community organizations and agencies to address the unique needs of homeless students
- Coordinate support for homeless students
- Facilitate dual enrollment programs in collaboration with local colleges or universities
- Guide students through the application process and help them navigate the requirements for participating in dual enrollment
- Coordinate with high school administrators and counselors to integrate dual enrollment courses into the curriculum
- Assist with coordinating programs to provide high school students with vocational training and job opportunities
- Collaborate with community organizations and businesses to identify suitable programs and internships
- Assist students in applying to and participating in these programs, ensuring compliance with relevant regulations and policies

- Collaborate with treatment facilities and agencies to ensure proper support and education for students receiving treatment
- Coordinate with teachers, counselors, and other staff members to develop educational transition plans for students in treatment
- Provide direct supervision and guidance to the school social worker
- Collaborate with the social worker to identify and address social and emotional issues affecting students
- Develop and maintain a comprehensive school crisis manual encompassing all aspects of emergency preparedness and response
- Establish and update protocols, procedures, and guidelines for various crisis scenarios, including natural disasters, medical emergencies, security threats, and other potential crises
- Collaborate with school administrators, faculty, staff, and external stakeholders to ensure their involvement and input in the development and implementation of the crisis manual
- Conduct regular reviews and assessments of the crisis manual to identify areas for improvement and ensure compliance with local, state, and federal regulations
- Assist with the administration of student clubs, including overseeing club activities and ensuring compliance with school policies
- Collaborate with club advisors and students to promote a wide range of extracurricular activities
- Operate with personal and professional integrity

Education, Certifications, Experience:

- Master's Degree in Education or a related field required
- Valid Commonwealth of Pennsylvania Principal Certificate required
- Experience with Pennsylvania Inspired Leadership domains
- Valid Commonwealth of Pennsylvania Guidance Counselor and/or Social Worker Certification required
- Experience with special education regulations and laws
- Experience using data-driven decision-making protocols and procedures
- Experience coaching and managing educators in an online setting

Other Eligibility Requirements/Qualifications:

- Knowledge of:
 - o Gmail for Educators, Learning Management Systems and Platforms and Student Information Systems
 - o Student Information Systems and Platforms (such as Sapphire, Naviance)
 - o Experience coaching and managing certified staff in an online setting
 - o Familiarity with PA Common Core standards
 - o Knowledge of federal and state grant programs (desired)

Last Revision Date: October 24, 2023

Acknowledgement/Acceptance: Employee, _____, is expected to adhere to all company policies while employed at PA Virtual and has read and understands the contents of this job description. Please note, this job description may not contain a comprehensive listing of all duties or responsibilities that are required for this job. However, changes to essential duties or responsibilities may result in the issuance of a new job description.

Signature: _____ Date: _____

Career Educator Job Description

Department: Regular Instruction, 9-12
Reports To: Director of Career Services
Supervisory Responsibilities: N/A
Work Location: Remote

Position Type: Full-Time
FLSA Status: Exempt
Pay Type: Salaried
Union: Yes

Position Summary:

The Career Educator works under the direction of the program principal and is responsible for helping students throughout their high school career to develop their skills in preparation of transition to post-secondary opportunities. The primary responsibilities of the Career Educator include providing support in areas of academic achievement, transition, career choices, personal and social development.

Essential Responsibilities:

Onboarding

- Administer and review placement and benchmark assessment tests as necessary
- Orient incoming students and learning coaches/parents and provide ongoing trainings as necessary

Instructional Strategies

- Design, deliver, monitor and collaborate in developing pedagogy, academic goals and instructional strategies for students, that align with state-standards, using synchronous and asynchronous modes of instruction, as required
- Develop language acquisition support plans for ELL students and work with teacher peer(s) to implement plans, as required
- Offer resources to students and parents to support varied learners utilizing the School's curriculum and supplemental materials
- Employ a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, to include whole group, co-teaching, small group and individual learning
- Incorporate literacy strategies and writing in all lessons in accordance with the PA Virtual Writing Framework, as appropriate
- Conduct conferences, via an electronic medium, with each student and/or learning coach to set academic goals, discuss instructional plans and strategies, and monitor progress for each student
- Create and maintain a virtual classroom
- Collect, assess, and provide feedback for all assignments
- Develop, implement, update and review personal learning plans for all students; to include recording yearly academic achievement goals, external assessment scores, conference notes and parent contact
- Review qualitative and quantitative data to inform teaching and learning

Monitoring and Compliance

- Monitor student attendance regularly
- Monitor and document student progress and mastery of skills
- Ensure grades are up-to-date and record semester end progress monitoring activities as necessary
- Monitor and implement students' IEP goals
- Document and contact non-compliant/truant families/students

- Administer academic achievement and language proficiency tests to determine both placement and progress (WIDA, Study Island, PSSA, Keystone, etc.)
- Proctor, state testing, as needed
- Gather information and direct students in order to achieve transitional and post-secondary goals
- Collect, maintain, and report out the Career Readiness Indicator artifacts as well as provide related lessons.
- Collect, maintain, and report out the graduation requirement artifacts required for students to graduate as per current student handbook and board policy
- Track and maintain student data that is relevant and applicable to better inform decision making when meeting with students and providing support
- Create and implement program projects and initiatives, when applicable

Collaboration

- Provide students with comprehensive experiences and programming that address transitional needs and career planning throughout high school and into their post-secondary paths in conjunction with the students school counselor.
- Participate in school-wide outings (4 per year); unless actively supporting onboarding program
- Collaborate with administrators, colleagues and learning coaches as necessary
- Participate in special education meetings when scheduled (RTI, MDE, IEP, etc.)
- Prepare for and participate in team meetings, as required (Ex: DTM, RTII, Small Learning Community, etc.)
- Participate in meetings with Principal/Supervisor (Ex: Test Preparation summaries, data review, lesson plan review, etc.)
- Collaborate, as necessary, to improve student outcomes by implementing appropriate educational and behavioral strategies
- Work closely with Program Principals, in conjunction with Assistant Director of Guidance & Federal Programs, and counselors to inform school administrators and staff about the comprehensive school plan and college and career readiness updates
- Consult with the program principal to identify and resolve student issues, needs, and problems
- Continue to be a resource for Teaching, Learning & Family Support teams
- Communicate cases with leadership to benefit individual students
- Provide parent support in coordination with the Family Support Coordinators and orientation team as well as other related duties as assigned

Communication

- Respond to emails and voicemails within 24 hours (excluding weekends, holidays, etc.)
- Serve as the point of contact for academic inquiries or escalations
- Maintain cooperative and collaborative partnerships with families and students
- Send email or invitation reminders to parents/students as required; not limited to class assignments, conferences, etc.
- Communicate regularly and escalate as appropriate to Principal/Supervisor
- Conduct conferences, via an electronic medium, with each student and/or learning coach to set academic goals, discuss instructional plans and strategies, and monitor progress for each student
- Schedule and hold virtual office hours

- Consistently communicate with teachers, counselors, learning coaches, and students using all applicable and appropriate methods of verbal and written communication including but not limited to email, call, text, etc.

Professional Learning

- Participate in Professional Learning sessions or training as assigned (New teacher training/induction, August PD, team /program/department PD, etc.)
- Participate in performance assessment and observational meetings with Supervisor
- Participate in required state assessment trainings annually
- Assist with standardized testing administration and PA state testing as required

Non-Essential Responsibilities:

- Other duties, special projects and travel as assigned

Education, Certifications, Experience:

- Bachelor's Degree in education or counseling preferred
- Valid Pennsylvania Career and Technical Instructional certification, High School Counseling certification or K-12 Counseling certification required
- 4 years of work experience in counseling, career & technical education or related field preferred
- Experience in CTE Institutes or Technical Schools preferred

Other Eligibility Requirements/Qualifications:

- Ability to effectively interact with counselees and other professional staff
- Ability to treat confidential information with sensitivity
- Strong oral and written communication skills
- Strong interpersonal skills
- Excellent organizational and time management skills
- Good technology skills

Last Revision Date:

June 16, 2021|July 1, 2024

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Signature: _____ **Date:** _____

Field Placement & Career Services Manager Job Description

Department: Office of the Principal, 9-12
Reports To: Director of Career Services
Supervisory Responsibilities: No
Work Location: Remote

Position Grade: 5
Position Type: Full-Time
FLSA Status: Exempt
Pay Type: Salaried
Union: N/A

Position Summary:

The Field Placement and Career Services Manager focuses on identifying field placement needs and opportunities for high school students such as shadowing, internships, apprenticeships etc. The Field Placement and Career Services Manager is responsible for supervising student placements and providing support to ensure opportunities are available to all interested high school students.

Essential Responsibilities:

Primary Responsibilities

- Complete student vocational assessment as appropriate
- Identify necessary in-school and community supports for effective transition
- Network with all appropriate community agencies and organizations
- Participate in interagency agreements as applicable
- Gather and provide follow-up data for any College and Career requirements
- Scan local job market to identify opportunities within the community for shadowing, internships, apprenticeships etc that applies to High School and Postsecondary students
- Facilitate training for self-advocacy
- Support the Academic Programs with administrative tasks as assigned in relation to job responsibilities
- Create new student accounts in supplemental platforms as required
- Create and implement program projects and initiatives, when applicable
- Work closely with Program Principals, in conjunction with Assistant Director of Guidance & Federal Programs, Transition Coordinator, School Counselors, Student Information System Specialist and any other staff members as needed
- Communicate and escalate cases with leadership to benefit individual students
- Provide parent support and training in coordination with the Family Support Coordinators
- Establish connections and relationships within the community to grow the program and provide additional opportunities for students in their county of residence
- Respond to emails and voicemails within 24 hours (excluding weekends, holidays, etc.)

Program Evaluation

- Coordinate and monitor the overall operations of career related services
- Ensure Career Services goals are on target
- Promote and encourages departmental professional learning by researching workshops and conferences or developing internal workshops
- Emphasize and nurtures two-way communication between departments

Additional Responsibilities

- Work closely with PA Virtual staff in various departments to facilitate placements and provide data
- Participate in all IEP meetings for students of transition age
- Maintain timelines and other paperwork for compliance
- Remain current with changes in the regulations
- Participate in all School-wide professional development

- Attend and contribute to Special Education department meetings including the development of transition related professional learning
- Collaborate with service providers as needed
- Collaborate with PDE and other agencies as needed

Non-Essential Responsibilities:

- Other duties, special projects and travel as assigned

Education, Certifications, Experience:

- Bachelor's Degree required in Education, School Administration, Social Work or related field
- 7+ years of experience in an educational setting
- Experience working with community organizations

Other Eligibility Requirements/Qualifications:

- Professional background in vocational education or related community agency work
- Knowledge of the history and background of College and Career requirements in PA
- Ability to bring together persons from disparate backgrounds as part of the collaborative process
- Knowledge of conflict resolution skills, job training, and post-secondary education options
- Knowledge of child labor laws
- Strong:
 - o technology skills (Outlook, Word, Excel, Google Applications, other)
 - o organizational skills
 - o people skills
- Ability to perform the functions described above
- Ability to travel to all areas of the Commonwealth to ensure student needs are being met

Last Revision Date:

June 16, 2021

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Signature: _____ **Date:** _____

Director of Career Services Job Description

Department: Academic Administration
Reports To: CAO
Supervisory Responsibilities: Yes
Work Location: Remote

Position Grade: 9
Position Type: Full-Time
FLSA Status: Exempt
Pay Type: Salaried
Union: N/A

Position Summary:

The Director of Career Services directs and manages PA Virtual Career Services as it assists all students in the development of career education, career identification and search, and pursuit of employment opportunities. The Director of Career Services acts as a liaison between university, career-based, and job partnerships, creating opportunities for field placement in addition to shadowing, internships, and apprenticeships. The Director of Career Services is responsible for supervising the Field Placement and Career Services Manager, the High School Career Educators and Specials teachers as applicable. The position also facilitates the use of the school's career software. The Director of Career Services manages partnerships and placements and works to ensure the long-term success and expansion of the PA Virtual Career Services Program.

Essential Responsibilities:

Primary Responsibilities

- Closely coordinate communication with CAO, Principals, Directors, and other faculty to ensure that the career services department is meeting student needs as they explore future vocations, higher education, and other career-based opportunities
- Constantly monitor, analyze, and evaluate the current scope of services offered through career services.
- Continue to plan, implement and direct new programs under the supervision of the CAO and in coordination with the Principal of Student Services and the High School Principal as applicable
- Continue to establish and maintain connections with alumni to provide ongoing support, networking opportunities, and feedback on the effectiveness of career services programs
- Engage with employers to develop partnerships, identify job opportunities, and ensure alignment between student skills and employer needs
- Manage the operational, budget, and personnel functions of the Career Services Program
- Provide guidance and leadership to staff, including training (as needed), evaluation, and professional development
- Oversee student vocational assessments as appropriate
- Identify and implement necessary in-school and community supports for effective transition
- Network with all appropriate community agencies and organizations
- Manage interagency agreements as applicable, staying updated on industry trends, labor market demands, and advancements in career counseling practices to inform the development of innovative programs and services
- Gather and provide follow-up data for any College and Career requirements at the state, federal, or local levels
- Scan local job market to identify opportunities within the community for shadowing, internships, apprenticeships, etc., that applies to High School and Postsecondary students
- Facilitate training for self-advocacy
- Support the Academic Programs with administrative tasks as assigned in relation to job responsibilities
- Serve as the primary contact for and coordinates/updates supplementary programs and curriculum related to career education
- Continue to create and implement program projects and initiatives, when applicable

- Work closely with Program Principals in conjunction with Assistant Director of Guidance & Federal Programs, Transition Coordinator, School Counselors, Student Information System Specialist, and any other staff members as needed
- Communicate and escalate cases to leadership to benefit individual students
- Provide parent support and training in coordination with the Family Support Coordinators
- Continue to establish connections and relationships within the community to grow the program and provide additional opportunities for students in their county of residence
- Respond to emails and voicemails within 24 hours (excluding weekends, holidays, etc.)

Program Evaluation

- Coordinate and monitor the overall operations of career related services
- Ensure Career Services goals are on target
- Promote and encourage departmental professional learning by researching workshops and conferences or developing internal workshops
- Emphasize and nurture two-way communication between departments

Additional Responsibilities

- Work closely with PA Virtual staff in various departments to facilitate placements and provide data
- Participate in all IEP meetings for students of transition age
- Maintain timelines and other paperwork for compliance
- Remain current with changes in the regulations and communicate them as required
- Participate in all School-wide professional development
- Attend and contribute to Special Education department meetings including the development of transition related professional learning
- Collaborate with service providers as needed
- Collaborate with PDE and other agencies as needed

Non-Essential Responsibilities:

- Other duties, special projects and travel as assigned

Education, Certifications, Experience:

- Master's Degree or currently pursuing Master's Degree in Education, or related field required, Doctorate Preferred
- Valid Commonwealth of Pennsylvania Principal Certificate required
- Experience with Pennsylvania Inspired Leadership domains
- Experience with the Danielson Teacher Effectiveness Framework
- Experience with special education regulations and laws
- Experience using data driven decision-making protocols and procedures
- Experience coaching and managing educators in an online setting
- 7+ years' experience in an educational setting
- Experience working with community organizations

Other Eligibility Requirements/Qualifications:

- Professional background in vocational education or related community agency work
- Knowledge of the history and background of College and Career requirements in PA
- Ability to bring together persons from disparate backgrounds as part of the collaborative process
- Knowledge of conflict resolution skills, job training, and post-secondary education options
- Knowledge of child labor laws
- Strong:
 - o technology skills (Outlook, Word, Excel, Google Applications, other)

- o organizational skills
 - o people skills
- Ability to perform the functions described above
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Last Revision Date:

May 8, 2024

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