



Crawford Central School District K-12 Comprehensive Counseling Program



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Chapter 339 K-12 Guidance Plan Outline

School District Crawford Central School District Date May 16, 2016

1. School Counselors and Assignments:

- Jocelyn Mizner – West End Elementary School 417:1
- Susan Stewart – Neason Hill Elementary School 366:1
- Kathleen Hootman – First District Elementary School 403:1
- Erin Persch – Second District Elementary School 350:1
- Renee Keyser – Cochranon Elementary School 425:1
- Susan Herberg – Meadville Area Middle School 241:1
- Amber Warren – Meadville Area Middle School 227:1
- Barry Anderson – Meadville Area Senior High School 190:1
- Gina Foulk – Meadville Area Senior High School 356:1
- Michael Swick – Meadville Area Senior High School 300:1
- Adam Volkstadt – Cochranon Jr/Sr HS ½ time counselor 139:1
- David Lindeman – Cochranon Junior/Senior High School 312:1

2. School-Counseling Department Mission Statement

- It is the mission of Crawford Central School District's School Counseling Program to provide a comprehensive, developmental counseling program addressing the academic, career, and personal/social development of all students. The professional school counselor collaborates and consults with the educators, parents, business, community, and post-secondary schools to promote and advocate success of the students. This supports the underlying belief that every student has the potential to become productive members of society.

3. Program Goals:

Elementary:

Academic

- 100% of all students in Grade 5 will take a career interest inventory and explore how it connects to 2 subject areas they like.

Career

- 25% of parents/guardians of Grades 5 & 6 will attend an evening program to educate them about the CCCTC.

Personal/Social

- 100% of all students in Grade 6 will take a tour of each program offered at the CCCTC and reflect on how it relates to future goal setting.

Secondary:

Middle School

MAMS:

- 100% of teachers will have a business/community career speaker to discuss their occupation to students during career day.
- 100% of 7th grade students will complete a career interest survey, identify career clusters, and their Holland Personality types by the end of the school year.
- 100% of 8th grade students will complete a career interest survey in the WIN program and identify two career pathways of interest by the end of the school year.

CJH

- 100% of students who take family consumer science will learn important essential skills for occupations and interview skills..

High School

- 100% of seniors will attend mock interviews with community/business members.
- 100% of students will develop their career portfolio and academic career plan.
- 100% of 9th grade students will tour the Crawford County Career & Technical Center (CCCTC) and reflect on programs of study that relate to their interests.

4. Stakeholders (See Appendix A):

- Students
 - Students as stakeholders will benefit from a Chapter 339 plan by exposing and explicitly teaching from the three school counseling domains: personal/social, academic, and career. All three of these domains are interwoven throughout a variety of applications across curriculum settings K-12 by engaging and empowering students to learn and demonstrate these domains throughout their educational career, thus increasing the likelihood that they will be productive members of society.
 - Students will serve roles in mentoring other students in areas of career choices and opportunities. Students may present their experiences in the school counseling program to other stakeholders. Five student representatives will serve on the advisory council.
- Parents
 - Parents play a crucial role in helping their children as they move forward through career awareness and exploration to post-secondary/career opportunities. Parents will be made aware of career opportunities, events, and options through newsletters, calendars, and the district website. This will help parents participate in and advocate for the decisions their children make regarding future careers.
 - Parents are stakeholders in their children's academic lives through

participating in student decision making with regard to course selections, career, and post-secondary exploration and school efforts for career awareness. Parents can provide input for the school counseling program through their participation in events and service on the advisory council.

- Educators
 - Teachers will be educated on career standards and methods of delivery consistent with our mission. This will be done through collaboration with the educators and the school counseling department. This partnership will lead to awareness of career options available to students and staff and will guide future instruction.
 - Teachers, administrators, and school board members will be made aware of the beliefs and goals through participation on the advisory council. The delivery of the program will be assisted through networking and open communication via online resources or written correspondence i.e.: newsletters, calendars, and district website updates.

- Business/Community
 - Business/community will benefit from the school counseling program by having access to employees who have an understanding of the value of positive work ethic, positive social interactions, teamwork, goal-setting, communication, and the academic skills needed in the workforce.
 - Members of the business community will provide internships and job shadow experiences, opportunities to develop resume writing, interview skills, career experiences, and guidance in the area of workplace expectations. Opportunities will be provided for business members to serve on the advisory council.

- Post-Secondary
 - Post-secondary partners will assist the Crawford Central School District School Counseling Program in preparing the students for post-secondary success. They can provide services such as classroom presentations focused on employability and opportunities for students to visit post-secondary institutions. This will promote meaningful conversations between experts in various career fields and our high school students.
 - Post-secondary representatives will be connected to students at various levels. Students will become aware of various career and post-secondary options after high school. Students will also be provided an opportunity to research, explore, and clarify post-secondary options that best fit their interests/spark, skills, and abilities.

5. Role of the School Counselor:

- The school counselor's role is to encourage personal responsibility in students as they work toward becoming successful citizens in an ever changing global society.
 - A. As a Leader
 - Member of School-Wide Positive Behavior Support team
 - Member of the SAP team/Core team
 - Recognize the need for and develop programs/initiatives
 - Presenter to educators, community organizations, and the School Board on school initiatives that impact students' personal/social, academic, and career development.
 - B. As an Advocate
 - Serve as a liaison for students with parents, educators, and outside agencies
 - Support all students and ensure equitable access to educational services
 - C. As a Collaborator
 - The counselors will work as a liaison between teachers, parents, and community stakeholders to discuss and develop the student's academic, career, and personal/social success.
 - Member of grade-level, building, and district-wide teams.
 - D. As an Agent of Systemic Change
 - Member of professional school counseling organizations
 - Resource to provide input when called upon by administrators, educators, parents, and business/community members for students' post-secondary career options.

6. Advisory Council:

Counseling for Career Success Advisory Committee

District: Crawford Central School District

Name- Title	Stakeholder Group
Jennifer Galdon – CCSD Secondary Curriculum Director	Administrator
Dr. Ann Noonan – CCSD Elementary Curriculum Director	Administrator
Rebecca Gentile - Questeq Technology Director	Business
Mike Ditzenberger – CCSD High School Principal	Administrator
Eileen Mullen - Program Coordinator Crawford County K-12 Career Ed Alliance	Community
Samantha Smith – Human Resource Manager, Meadville Federal Credit Union	Business
Erin O’Day-Frye – Project Director, Allegheny College	Parent / Post-Secondary
Amber Warren – CCSD Middle School Counselor	Staff
Mike Swick – CCSD High School Counselor	Staff
Gina Foulk – CCSD High School Counselor	Staff
Renee Keyser – CCSD Elementary Counselor	Staff
Jocelyn Mizner – CCSD Elementary Counselor	Staff
Debbie Anderson – Laurel Technical Institute	Post-Secondary
Steve Bridger – Director of Crawford County Juvenile Probation	Community
Anna J Mercatoris, MA, LPC – Therapist	Business
Darcie Schoenfeldt-White	Parent
Claire White	Student
Ella White	Student
Luca White	Student
Dawnmel Grove	Parent
Hannah Grove	Student
Barry Anderson – CCSD High School Counselor	Parent
Brighton Anderson	Student
Mark Stevens	Parent
Tristan Beck	Student
Mackenzie Klie	Student
Juan Risco	Student

1st Proposed Meeting Date: March 2, 2016

2nd Proposed Meeting Date: Fall 2016

7. Program Calendar:

Monthly Counseling Calendar

Elementary Program (K-6)

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

July	January
Academic: 	Academic: Psychological screenings Parent/Teacher/Student conferences Third Thursday Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings
Career: 	Career: Project Wisdom Saving for Success
Personal/Social: 	Personal/Social: Guidance Lessons – Goal Setting Individual counseling as needed Group counseling as needed Lunch Groups Agency Support Recognition of Pro-social behaviors
August	February
Academic: New and Kindergarten Orientations Psychological screenings Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Participate in 30 day meetings Review new student files Smart Program	Academic: PSSA Prep Psychological screenings Parent/Teacher/Student conferences Third Thursday Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Smart Program
Career: Project Wisdom Saving for Success	Career: Project Wisdom Saving for Success
Personal/Social: New students orientation and tours Positive person/kindness and caring Individual counseling as needed Group counseling as needed Assisting with Kindergarten students	Personal/Social: Guidance Lessons - Empathy Positive person/kindness and caring Individual counseling as needed Group counseling as needed Lunch Groups

<p>and calling parents Lunch Groups Assist with cafeteria procedures Agency Support Recognition of Pro-social behaviors</p>	<p>Agency Support Recognition of Pro-social behaviors</p>
September	March
<p>Academic: Guidance Lessons – Getting Ready for School Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Participate in agency support Smart Program</p>	<p>Academic: Psychological screenings Parent/Teacher/Student conferences Third Thursday Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings PSSA Getting Ready Assembly Smart Program</p>
<p>Career: Project Wisdom Saving for Success</p>	<p>Career: Project Wisdom Saving for Success Great Hospital Adventure Career Café</p>
<p>Personal/Social: Individual counseling as needed Group counseling as needed Lunch Groups Agency Support Recognition of Pro-social behaviors Positive person/kindness and caring Third Thursday Thankfulness Activity</p>	<p>Personal/Social: Guidance Lessons – Test Anxiety Individual counseling as needed Group counseling as needed Lunch Groups Agency Support Recognition of Pro-social behaviors Positive person/kindness and caring Third Thursday Thankfulness Activity</p>
October	April
<p>Academic: Guidance Lessons - Respect Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings Smart Program</p>	<p>Academic: Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Smart Program Preschool transition tours/meetings</p>
<p>Career: Project Wisdom Saving for Success Crawford County Vo-tech tours</p>	<p>Career: Project Wisdom Saving for Success</p>
<p>Personal/Social: Individual counseling as needed</p>	<p>Personal/Social: Individual counseling as needed</p>

<p>Group counseling as needed IEP Support groups Red Ribbon Week Lunch Groups Agency Support Recognition of Pro-social behaviors Positive person/kindness and caring Third Thursday Thankfulness Activity</p>	<p>Group counseling as needed Psychological screenings Parent/Teacher/Student conferences Lunch Groups Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Agency Support Recognition of Pro-social behaviors Positive person/kindness and caring Third Thursday Thankfulness Activity</p>
November	May
<p>Academic: Guidance Lessons - Careers Psychological screenings Parent/Teacher/Student conferences Third Thursday Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in Child Study meetings Smart Program</p>	<p>Academic: Psychological screenings Parent/Teacher/Student conferences Fourth Grade Trip to Middle School Spring Book Discussion for Parents Input for ER, RR, GIEP, and 504 evaluations/referrals Participate in MDT meetings Smart Program 6th grade transition tours to 7th grade Preschool transition tours/meetings</p>
<p>Career: Project Wisdom Saving for Success Career Cafe</p>	<p>Career: Project Wisdom Saving for Success Guidance Lessons - Friendship Career Cafe Career Fashion Show</p>
<p>Personal/Social: Individual counseling as needed Group counseling as needed Lunch Groups Guidance Lessons Grief Awareness day and activities Third Thursday Thankfulness Activity Positive person/kindness and caring Agency Support Recognition of Pro-social behaviors</p>	<p>Personal/Social: Individual counseling as needed Group counseling as needed IEP Support groups Lunch Groups Agency Support Recognition of Pro-social behaviors Positive person/kindness and caring Third Thursday Thankfulness Activity</p>
December	June
<p>Academic: Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals</p>	<p>Academic: Psychological screenings Parent/Teacher/Student conferences Input for ER, RR, GIEP, and 504 evaluations/referrals</p>

Participate in MDT meetings Smart Program	Participate in Child Study meetings Smart Program 6 th grade transition tours to 7 th grade
Career: Project Wisdom Saving for Success Career Fashion Show	Career: Project Wisdom Saving for Success
Personal/Social: Individual counseling as needed Group counseling as needed Lunch Groups Guidance Lessons - Caring and Kindness Positive person/kindness and caring Third Thursday Thankfulness Activity Shop with a Cop Agency Support Recognition of Pro-social behaviors IEP Support groups	Personal/Social: Individual counseling as needed Group counseling as needed Lunch Groups Positive person/kindness and caring Third Thursday Thankfulness Activity Individual counseling as needed IEP Support groups Agency Support Recognition of Pro-social behaviors

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
<u>Academic:</u>	
Input for ER/RR/GIEP's and 504's	Teaching classes when teachers are absent
Smart Program	Cafeteria Duty
MDT meetings	Bus Duty
30 Day Review Meetings	Covering Office Discipline Referrals
Review New Student Files	Covering when the principal is out
Participate in Agency Support	Home Visits
Write FBA's and PBSP's	LEA for meetings
	Special Ed responsibilities (ex: writing FBA & PBSPs)
<u>Career:</u>	PIMS Updates
Project Wisdom	State Testing
	Copying records and files
<u>Personal Social:</u>	SSI paperwork
Individual Counseling	Cleaning out files
Group Counseling	Extensive clerical activities: special education services & other programs
Guidance Lessons	
Kindness/Caring	

Secondary Program (7-8)

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

<u>July</u>	<u>January</u>
Academic:	Academic: -Prepare and send failure letters to parents/guardians -Individual student meetings regarding failing grades -Begin registration process
Career:	Career:
Personal/Social:	Personal/Social:
<u>August</u>	<u>February</u>
Academic: -Schedule changes based on test scores -Transition orientation and tour (7th)	Academic: -Individual student meetings regarding failing progress report grades -Parent conferences
Career: -Schedule changes based on career interests	Career:
Personal/Social: -Agency meetings for student needs	Personal/Social:
<u>September</u>	<u>March</u>
Academic: -Grade level presentations on academic expectations -Open House	Academic: -Classroom guidance registration and course selection lesson -8th to 9th grade transition parent orientation night and student assembly
Career:	Career:
Personal/Social:	Personal/Social:
<u>October</u>	<u>April</u>
Academic: -Parent-teacher conferences	Academic: -Individual student meetings regarding failing report card grades -Prepare and send failure letters to parents/guardians
Career:	Career:
Personal/Social: -Red Ribbon Week Awareness (MAMS)	Personal/Social:

<u>November</u>	<u>May</u>
Academic: -Prepare and send failure letters to parents/guardians -Individual student meetings regarding failing grades	Academic: -Individual student meetings regarding failing progress report grades
Career:	Career: -Career Day (MAMS)
Personal/Social: -Caring Team, recognition of Children's Grief Awareness Day	Personal/Social: -6th to 7th grade transition activities including: parent orientation night, student tours, administration and guidance presentation at elementary schools
<u>December</u>	<u>June</u>
Academic: -Individual student meetings regarding failing progress report grades	Academic: -Individual student meetings regarding failing report card grades -Prepare and send failure letters to parents/guardians -Distribute summer school information
Career: -Small group student tour of CCCTC for at-risk students (MAMS)	Career:
Personal/Social:	Personal/Social:

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
Academic: Team meetings with parents, teachers, and/or students	Preparation & administration of PSSA & Keystone testing
Individual student meetings regarding academics	PIMS Updates
Registration and scheduling of new students or schedule changes due to academic needs	Organize master testing schedule for PSSA & Keystone testing
IEP, GIEP, and 504 meetings	Clerical guidance secretary coverage (phone calls, passes, registration, etc.) (MAMS)

Monitor Cyber students	Free/Reduced Lunch paperwork (MAMS)
Assist with tutoring programs	Input, change, & calculate student grades
One-on-one counseling for grades, study skills, & organization	Special Education paperwork
	Enter student transfer grades
Career: Team meetings with parents, teachers, and/or students	Discipline Issues
Individual student meetings regarding career goals	Balance class sizes
Schedule changes due to career interests/goals	
Career classroom guidance lessons, varies by building	
IEP, GIEP, and 504 meetings	
Partnership and presentations by institutions and workforce	
Junior Achievement (MAMS)	
Discuss impact of grades and school performance on career choices	
Personal/Social: Crisis response	
Team meetings with parents, teachers, and/or students	
SAP team meetings	
Individual student meetings regarding personal/social concerns	
Consultation and referrals to outside agencies	
Grief Groups (MAMS)	
Teen Discussion Groups (MAMS)	
Character Education Program (MAMS)	
Consultation with teachers, counselors, and administration	
Development of coping skills with students	
Meet with at-risk students	
Consultation with teachers, counselors, and administration	

Secondary Program (9-12)

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

<u>July</u>	<u>January</u>
Academic:	Academic: -Prepare and send failure letters to parents/guardians -Individual student meetings regarding failing grades -Begin registration process -Disseminate FAFSA information (11-12)
Career:	Career: -Course selection assemblies (CHS)
Personal/Social:	Personal/Social:
<u>August</u>	<u>February</u>
Academic: -Balance class sizes -Schedule changes based on test scores -Transition orientation and tour (9)	Academic: -Individual student meetings regarding failing progress report grades -Parent conferences
Career: -Schedule changes based on career interests	Career:
Personal/Social: -Agency meetings for student needs	Personal/Social:
<u>September</u>	<u>March</u>
Academic: -Grade level presentations on academic expectations -Open House	Academic: -Classroom guidance registration and course selection lesson -8th to 9th grade transition parent orientation night and student assembly -Graduation project presentations
Career: -CCCTC counselor classroom presentation (9)	Career: -Career research presentation -Course selection assemblies (MASH)
Personal/Social:	Personal/Social:
<u>October</u>	<u>April</u>
Academic: -Parent-teacher conferences -College/Career Fair	Academic: -Individual student meetings regarding failing report card grades -Prepare and send failure letters to parents/guardians
Career: -Organize CCCTC tours (9) -College/Career Fair	Career:

-School/Interest/Career Activity and Interest Inventory	
Personal/Social:	Personal/Social:
<u>November</u>	<u>May</u>
Academic: -Prepare and send failure letters to parents/guardians -Individual student meetings regarding failing grades	Academic: -Individual student meetings regarding failing progress report grades
Career: -Coordinate CCCTC interviews	Career: -12th grade career planning survey
Personal/Social: -Caring Team, recognition of Children's Grief Awareness Day	Personal/Social:
<u>December</u>	<u>June</u>
Academic: -Individual student meetings regarding failing progress report grades -Financial Aid Night (11-12)	Academic: -Distribute summer school information -Prepare and send failure letters to parents/guardians
Career:	Career:
Personal/Social:	Personal/Social:

Ongoing Monthly Counseling Activities

List activities or responsibilities that you continually perform over time and categorize which are related to your role as a counselor recommended by ASCA*

Counselor Related	Non Counselor Related
<u>Academic:</u> Team meetings with parents, teachers, and/or students	Preparation & administration of PSAT, SAT, ASPIRE, ACT, Keystone, AP Exams, & ASVAB
Individual student meetings regarding academics, study skills, & organization	PIMS Updates
Registration and scheduling of new students or schedule changes due to academic needs	Organize master testing schedule for Keystone testing
IEP, GIEP, and 504 meetings	Covering homerooms (MASH)
Monitor Cyber students	Special Education paperwork
Assist with tutoring programs	Input, change, & calculate student grades
Credit Review	Enter student transfer grades
College Applications & Scholarships	Discipline Issues

One-on-one counseling for grades, study skills, & organization	
Career:	
Team meetings with parents, teachers, and/or students	
Individual student meetings regarding career goals	
Schedule changes due to career interests/goals	
Career classroom guidance lessons, varies by building	
IEP, GIEP, and 504 meetings	
Partnership and presentations by institutions and workforce	
Letters of recommendation	
Collaborate with special education transition coordinator	
Discuss impact of grades and school performance on career choices	
Exposure to Career Exploration & Career Readiness	
Collaborate with workforce connections	
Job shadow & internship opportunities	
Exposure to career software programs	
Personal/Social:	
Team meetings with parents, teachers, and/or students	
SAP team meetings	
Individual student meetings regarding personal/social concerns	
Consultation and referrals to outside agencies	
Meet with at-risk students	
Response to student needs and/or crises	
Participation in school and district wide crisis team as needed	

8. Program Delivery:

**COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
for the Elementary Schools
2015-2016**

Guidance Curriculum Provide developmental, comprehensive guidance program content in a systematic way to all students preK-12	Prevention, Intervention and Responsive Services Addresses school and student needs	Individual Student Planning Assists students and parents in development of academic and career plans	System Support Includes program, staff and school support activities and services
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation	Purpose Prevention, Intervention and Responsive services to groups and/or individuals	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support
Academic -New Student Orientation -Kindergarten Orientation -Guidance Lessons: Friendship, Respect, Careers, Kindness and --- Caring, Goal Setting, - Empathy, Test Anxiety. -PSSA Prep -Positive Person -Preschool Transition tours and meetings -6 th Grade transitions to middle/jr. high school	Academic -Psychological -Screenings -Parent/Teacher/Student Conferences	Academic -Third Thursday -6 th Grade transitions to middle/jr. high school -Spring book discussions for parents	Academic -Input for ER/RR/GIEP's and 504's -Smart Program -Participate in MDT Meetings -Participate in 30 day reviews -Review new student files -Participate in agency support -Participate in child study meetings
Career -Great Hospital Adventure -CCCTC Tours -Guidance Lessons -Career Fair -Career Café -Career Fashion Show	Career -Savings for Success	Career	Career
Personal/Social -Third Thursday -Thankfulness Activity -New Student Orientation -Kindergarten Orientation	Personal/Social -Individual Counseling -Group Counseling -Assisting with Kindergarten Students	Personal/Social	Personal/Social -Agency Support -Assist with cafeteria procedures

-Positive Person -Grief Awareness Day Activities -Guidance Lessons -Positive Person -Kindness and Caring	-IEP support groups -Psychological - Screenings		
Percentage of Time 5%	Percentage of Time 10%	Percentage of Time 10%	Percentage of Time 75%

(From ASCA Workbook, page 59)

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
Middle School 2015-2016

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Counselor Related
-Grade level presentations on academic expectations -Transition orientation & tour (7) -Open House -Begin registration process -Classroom guidance registration and course selection lesson	-Individual Counseling for failing progress report & report card grades -Parent teacher conferences -Monitor cyber students	-Registration and scheduling of new students -Schedule changes due to academic needs & test scores -One-on-one counseling for grades, study skills, & organization	-IEP, GIEP, and 504 meetings -Consultation with teachers, counselors, and administration -Consultation & referrals to outside agencies -Agency meetings for student needs -Assist with tutoring programs

<p>-8th-9th grade transition parent orientation night and student assembly</p> <p>-Assist with tutoring programs</p> <p>-Transition programs including 6th to 7th grade and 8th to 9th grade orientations (including: parent orientation nights, student tours, open house, administration and guidance presentation at elementary schools)</p>			<p>-Team meetings with parents, teachers, and/or students</p> <p>-Failure letters</p> <p>-Distribute summer school information</p>
<p>Career</p> <p>-Career classroom guidance lessons, varies by building</p> <p>- Partnership and presentations by institutions and workforce</p> <p>-Red Ribbon Week Awareness (MAMS)</p> <p>-Junior Achievement (MAMS)</p> <p>-Career Day (MAMS)</p>	<p>Career</p> <p>-Discuss impact of grades and school performance on career choices</p> <p>-Collaborate with special education transition coordinator</p>	<p>Career</p> <p>-Individual student meetings regarding career goals</p> <p>-Schedule changes based on career interests/goals</p>	<p>Non-Counselor Related</p> <p>-PIMS Updates</p> <p>-Special Education paperwork</p> <p>-Balance class sizes</p> <p>-Preparation & administration of PSSA & Keystone</p> <p>-Input, change, & calculate student grades</p> <p>-Discipline issues</p> <p>-Entering student transfer grades</p> <p>-Clerical guidance secretary coverage (phone calls, passes, registration, etc.) (MAMS)</p> <p>-Free/Reduced Lunch paperwork (MAMS)</p>
<p>Personal/Social</p> <p>-Teen Discussion Groups (MAMS)</p> <p>-Character Education Program (MAMS)</p>	<p>Personal/Social</p> <p>-Development of coping skills with students</p> <p>-Grief Groups</p>	<p>Personal/Social</p> <p>-Individual student meetings regarding personal/social concerns</p>	

-Caring Team, recognition of Children’s Grief Awareness Day	(MAMS) -SAP Team Member -Response to student needs and/or crises -Participation in school and district wide crisis team as needed -Meet with at-risk students		
Percentage of Time 15%	Percentage of Time 28%	Percentage of Time 19%	Percentage of Time 38%

COMPREHENSIVE SCHOOL COUNSELING PROGRAM DELIVERY SYSTEM
High School 2015-2016

Guidance Curriculum Provides developmental, comprehensive guidance program content in a systematic way to all students preK-12.	Prevention, Intervention and Responsive Services Addresses school and student needs.	Individual Student Planning Assists students and parents in development of academic and career plans.	System Support Includes program, staff and school support activities and services.
Purpose Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Purpose Prevention, Intervention and Responsive services to groups and/or individuals.	Purpose Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Purpose Program delivery and support.
Academic -Grade level presentations on academic expectations -Financial Aid Night (11-12) -Transition orientation & tour (9) -Open House -College/Career Fair	Academic -Individual Counseling for failing progress report & report card grades -Individual student meetings regarding academics, study skills, and organization -Parent teacher	Academic -Registration and scheduling of new students -Schedule changes due to academic needs & test scores -One-on-one counseling for grades, study skills, &	Counselor Related -IEP, GIEP, and 504 meetings -Consultation with teachers, counselors, and administration -Collaborate with workforce connections -Consultation & referrals to outside agencies

<ul style="list-style-type: none"> -Begin registration process -Classroom guidance registration and course selection lesson -8th-9th grade transition parent orientation night and student assembly 	<p>conferences</p> <ul style="list-style-type: none"> -Monitor cyber students 	<p>organization</p> <ul style="list-style-type: none"> -Credit review -Graduation project presentations 	<ul style="list-style-type: none"> -Agency meetings for student needs -Assist with tutoring programs -Disseminate FAFSA information -Team meetings with parents, teachers, and/or students -Failure letters -Distribute summer school information
<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Career classroom guidance lessons, varies by building -Exposure to Career Exploration & Career Readiness -School/Interest/Career Activity and Interest Inventory -Exposure to career software programs -9th grade visitation, tour, and work sessions at the Crawford County Career & Technical Center (CCCTC) -Career research presentation - Partnership and presentations by institutions and workforce -Course selection assemblies -Career & College Fair - Financial Aid Night -Job shadow & internship opportunities -12th grade career planning survey 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Discuss impact of grades and school performance on career choices -Collaborate with special education transition coordinator 	<p style="text-align: center;">Career</p> <ul style="list-style-type: none"> -Coordinate CCCTC interviews -Career research paper -Individual student meetings regarding career goals -Schedule changes due to career interests/goals -Letters of recommendation 	<p style="text-align: center;">Non-Counselor Related</p> <ul style="list-style-type: none"> -PIMS Updates -Special Education paperwork -Balance class sizes -State testing coordination & administration (Keystones) -Preparation & administration of PSAT, SAT, ASPIRE, ACT, Keystone, AP Exams, & ASVAB -Covering homerooms Input, change, & calculate student grades -Discipline issues -Entering student transfer grades

<p>Personal/Social -Caring Team, recognition of Children’s Grief Awareness Day</p>	<p>Personal/Social -SAP Team Member -Response to student needs and/or crises -Participation in school and district wide crisis team as needed -Meet with at-risk students</p>	<p>Personal/Social -Individual student meetings regarding personal/social concerns</p>	
<p>Percentage of Time 5%</p>	<p>Percentage of Time 20%</p>	<p>Percentage of Time 30%</p>	<p>Percentage of Time 45%</p>

9. **Curriculum Action Plan:** This document further explains the items listed in the Guidance Curriculum section of the Delivery System chart. (Note: Black print represents programs/activities currently in place, while red represents proposed programs/activities). See Appendix B.

10. **Organizing Career /Postsecondary Resources:** Through some programs that are currently offered and through expanding programs in the Crawford Central School Counseling Department, we will utilize the following resources to aide us in further enhancing the career counseling program. These activities will include but are not limited to job shadow days, career day speakers, career fair, etc.

Organizing Career Resources

Resource Types	List Resources
Organizations/Agencies	<p>Junior Achievement of Western Pennsylvania, Jan Leonardi 4213 Station Road, Logan Carriage House Erie, PA 16563 (814) 898-6713 www.janorthwestpa.org</p> <p>Crawford County K-12 Career Education Alliance, Eileen Mullen 908 Diamond Park Meadville, PA 16335 (814) 337-8030; (814) 337-8202 emullen@crawfordctc.org</p> <p>Northwest Tri-County IU5 252 Waterford St. Edinboro, PA 16412 (814) 734-5610</p> <p>Crawford County Career & Technical Center (CCCTC) 860 Thurston Rd. Meadville, PA 16335 (814) 724-6024</p> <p>Meadville Medical Center 751 Liberty Street Meadville Pa 16335 (814) 333-5000</p>
Umbrella Organizations	<p>Meadville-Western Crawford County Chamber of Commerce 211 Chestnut Street Meadville PA 16335 (814) 337-8030</p>

<p>Community/State Agencies</p>	<p>Northwest PA Career Link 210 Chestnut Street Meadville Pa 16335 (814) 337-5574 https://www.cwds.pa.gov</p> <p>Americorps www.americorps.gov</p> <p>Commonwealth Workforce Development System www.cwds.state.pa.us</p> <p>PHEAA - Pennsylvania School Services Marian Hargrave, Higher Education Access Partner - Northwest Region (724) 614-3823 mhargrav@pheaa.org</p> <p>Meadville Lion's Club P.O. Box 331 Meadville PA 16335 (814) 336-1117</p> <p>OVR 3100 Lovell Place Erie, PA 16503 (866) 521-5073</p> <p>Women's Services, Bruce Harlan PO Box 637 Meadville, PA 16335 (814) 724-4637</p> <p>Allegheny College, Erin O'Day-Frye 454 N. Main St. Meadville, PA 16335 (814) 332-3100</p> <p>Laurel Technical Institute, Debbie Anderson 847 North Main St. Suite 204 Meadville, PA 16335 (814) 724-0700</p> <p>Crawford County Juvenile Probation, Steve Bridger 286 Chestnut St. Meadville, PA 16335 Phone:(814) 336-4061</p>
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<p>Networking Opportunities Individual Contacts (Not limited to)</p>	<p>Maloney Plastics 10940 Mercer Pike Meadville PA 16335 (814) 337-8417</p> <p>ACTCO Tool and Manufacturing Company 14421 Baldwin Street Ext. Meadville PA 16335 (814) 336-4235</p> <p>Precision Manufacturing Institute (PMI) 764 Bessemer Street #105 Meadville, PA 16335 (814) 333-2415</p> <p>ACUTECH, Patrick Faller 16891 State Hwy 198 Saegertown, PA 16433 (814) 763-3214</p> <p>Northwestern REC, Ken Lindberg 22534 State Highway 86 Cambridge Springs, PA 16403 (814) 398-5323 Fax: (814) 398-8064 klindberg@northwesternrec.com</p> <p><u>Military Recruiters:</u></p> <p><i>Marines</i> 18471 Smock Hwy Blockbuster Plaza, Suite 102 Meadville, PA 16335 (814) 332-6020</p> <p><i>Army</i> 18471 Smock Hwy, Suite 102 Meadville, PA 16335 (814) 724-8634</p> <p><i>Navy</i> 18471 Smock Hwy, Suite102 Meadville, PA 16335 (814) 724-1444</p> <p><i>Air Force</i> 18471 Smock Hwy, Suite 102 Meadville PA 16335 (814) 337-0221</p>
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PA State Police, Northwestern Training Center
195 Valleyview Dr.
Meadville, PA 16335
(814) 332-6888

Meadville Area Federal Credit Union, Heather Clancy-
Young & Samantha Smith
300 Arch St.
Meadville, PA 16335
(814) 336-2794 ext. 234

Highmark Caring Place, Kristie Nosich
Bayview Office Park, Building 2
510 Cranberry St.
Erie, PA 16507
(866) 212-4673
kristie.nosich@highmark.com

LECOM, Kathy Zboyvowski
1858 W Grandview Blvd.
Erie, PA 16509
(814) 866-8456
kzboyovski@lecom.edu

Great Lakes and Erie Institute of Technology, Dan
Albaugh
5100 Peach St.
Erie, PA 16509
(814) 864-6666
DanA@glit.edu

Schaef Construction, Justin Schaef
4555 Edge Dr.
Cochranton, PA 16314
(814) 573-2104
jdschaef@windstream.net

JBM Technologies, Steve Preston
24688 US Hwy 322
Cochranton, PA 16314
(814) 425-2505; (814) 573-9173
spreston@jbmtechnologies.com

Anna J Mercatoris, MA, LPC - Deets Counseling
898 Park Ave.
Meadville, PA 16335
Phone:(814) 807-1202

Community/Business Meetings	<p>Pennsylvania Free Enterprise Week 3076 West 12th Street Erie, PA 16505</p> <p>Chamber of Commerce, Christa Battin 908 Diamond Park Square Meadville, PA 16335 (814) 337-8030</p>
Community Events	<p>Pennsylvania Free Enterprise Week 3076 West 12th Street Erie, PA 16505</p> <p>Pittsburgh National College Fair , Julie Sitko West Allegheny High (724) 695-5249</p>
Online/ Onland	
Internet Based Links	<p>ONet PA Career Zone Education Planner ASCA Career Choice Institute for Research WIN www.pacareerstandards.com www.mynextmove.com www.roadtripnation.org www.driveofyourlife.com www.showmethefuture.com</p>

Media/Advertising	<p>Crawford Central School District website (www.craw.org) and social media accounts (facebook and twitter)</p> <p>Meadville Tribune Address: 947 Federal Court Meadville, PA 16335 (814) 724-6370 http://www.meadvilletribune.com/</p> <p>Armstrong 160 Westview Dr. Meadville, PA 16335 (877) 277-5711</p> <p>Forever Media, Inc. 900 Water St. Meadville, PA 16335 (814) 724-1111</p>
Publications/Documents	<p>Meadville Tribune Address: 947 Federal Court Meadville, PA 16335 (814) 724-6370 http://www.meadvilletribune.com/</p> <p>Crawford Central School District: School Newsletters</p>

11. **Individualized Academic/Career Plan:** (All students beginning in 5th grade).
(See Appendix C)

Demographics and Logistics of the process

Crawford Central’s students will begin their academic career plan and portfolio in 5th grade. They will develop their plan and portfolio which will follow them through twelfth grade. We will print a hard copy that will be placed in a class binder. It will be maintained and stored by Crawford Central counselors and faculty. In the future, we intend to have the career plan accessible online for the students. Demographic information will include student name, student id, and date of birth.

Interventions and Assessments to be used

The following interventions will be used with Crawford Central students: Holland personality inventories (5, 7-12). Career clusters survey (5), WIN program (8-10), Myers

Briggs (10), learning style checklist on education planner.org (11), and Armed Services Vocational Aptitude Battery (ASVAB) is offered to all 11th & 12th graders. The WIN ability inventory and work skills screening are given to all 8th, 9th, and 10th grade Crawford Central students. Students in grades 9-12 complete a template of their high school core courses, electives, and credit calculator with their school counselor.

Parental Engagement

Information regarding a student's academic career plan will be provided during open house, on the district website, Facebook page, and in school newsletters. Parents receive information regarding the high school and receive the course selection guides during the parent transition night. In grades 9-12 students meet with their school counselor individually to review course selections, credits, and discuss future career and educational goals. Students will sign their course selections and share with their parents.

Faculty Engagement

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

Plan/Portfolio Sustainability and Review

Students' plans will be revisited yearly through the scope and sequence of curriculum, ongoing within the classroom, and with individual student meetings. Students will access information regarding their high school courses and electives via the academic handbook online or it is available upon request. The post-secondary search process will begin in 9th grade with the students' career research paper. The students will continue the process throughout high school by using the Peterson Guide, attending the College/Career Fair, mock interview day with community members at Cochran High School, informational interviews and completion of resumes with teachers at Meadville Area High School, and completion of senior exit survey.

12. Career and Technical Center Strategy:

Student Awareness:

Grade	Intervention/ Program/Events	Stakeholder/ Delivering	Data Used/Success Indicator	Begin & End	Contact Person
5-12	NPAECT Showcase	Educators Students Business / Community	# of Students who Attend	April	Noonen
5	CCCTC Student visits	Educators Students	Questions & Answers	May	Hootman Keyser McGuirk Mizner Persch Stewart
6	Intro CCCTC Program tours	Educators Students	Questions & Answers	May	Hootman Keyser McGuirk Mizner Persch Stewart
6-8	Career / STEM Camp	Educators K-12 Alliance Students	# of Students who Attend	June-July	Eileen Mullen
7-12	CCCTC Brochures in Guidance Office	Counselors Students	# of Brochures Taken	All Year	All CCSD Counselors
7-12	Transition Fair	Transition Coordinator Educators Students	# of Students who Attend	March	Craft
7 & 8	CCCTC Small group tours (MAMS)	Counselors Students	Questions & Answers	December	Herberg McGuirk Warren
7 & 8	Industry Club (MAMS)	Educators Students	# of Students who Attend	All Year	Andrae Schoenberger
9-12	Junior NTMA Club	Educators Students	# of Students who Attend	All Year	Technology Education Teachers
9-12	Laurel Technical Institute Career Fair	Educators Counselors	# of Students who Attend	October	Counselors

9-12	CCCTC Adult Ed program at MASH College/ Career Fair	CCCTC Staff Students	# of Students Attending	October	Anderson Foulk Lindeman McGuirk Swick
9	CCCTC Classroom Presentation	Counselor Students	DVD, Questions & Answers	September	McGuirk
9	CCCTC Tours	Educators Students	Applications for programs	October	Anderson Foulk Lindeman McGuirk Swick
9	CCCTC Interviews	Counselors Students	Interview sheets	November	McGuirk
10	Manufacture Day/Tech Fest	Educators Counselors	# of Students Attending	October	Mullen

Parent Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
CCCTC Website Link	All Year	Educators Parents	# of visits to website	All CCSD Counselors
CCCTC Information at Parent Transition Night	March (MASH/CHS) May (MAMS/CJS)	Counselors Parents	# of parents who attend meeting	Anderson Foulk Herberg Lindeman McGuirk Swick Volkstadt Warren
CCCTC Brochures in Guidance Office	All Year	Counselors Parents	# of brochures taken	All CCSD Counselors
Parent Chaparones for CCCTC Tours (Elementary)	May	Counselors Parents CCCTC Staff	# of parents who attend	Hootman Keyser McGuirk Mizner Persch Stewart
Parent Representation on Career-Education Alliance Committee	Monthly / All Year	CCSD Administration Parents Transition Coordinator	# of parents who attend	Galdon Noonon Craft

		Community / Business		
Brochures at Open House	September	Educators Parents	Questions from parents	All CCSD Counselors
CCCTC Information in District Newsletters and on Facebook page	All Year	Educators Parents		All CCSD Counselors
CCCTC Adult Ed Program at MASH College/ Career Fair	October	Counselors CCCTC Staff Parents	# of Parents Attending	Anderson Fouk Lindeman McGuirk Swick

Educator Awareness:

Intervention/ Program/Events	Date	Stakeholder/ Delivering	Data Used/Success Indicator	Contact Person
Technology Ed. Teachers & School Counselors tour of local manufacturing businesses	Ongoing on In-Service Days	Educators Counselors Business / Community	Staff Development Need Surveys	Galdon
Educator in the Workplace Tours	April	Educators Business / Community	Staff Development Need Surveys	Galdon Noonen
Laurel Technical Institute Career Fair	October	Educators Counselors	Staff Feedback Form	Galdon
Manufacture Day/Tech Fest	October	Educators Counselors	# of Educators who Attend	Mullen
State Career Technology Conferences	Ongoing	Educators Administrators	Staff Feedback Form	Galdon Noonen Willey
Career-Education Alliance Committee	Monthly / All Year	CCSD Administration Parents Transition Coordinator Community / Business	# of Educators who Attend	Galdon Noonen Craft
Faculty tours of CCCTC programs	Ongoing on In-Service Days	Educators CCCTC Staff	Staff Development Need Surveys	Galdon Director of CCCTC

13. Job Descriptions:

14.2

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

ELEMENTARY SCHOOL COUNSELOR

QUALIFICATIONS:

1. At least three years of successful teaching experience or equivalent job experience preferred.
2. Holds a valid Pennsylvania Elementary School Counselor certification as set by the state certification authorities.
3. A valid Student Assistance Program Certification obtained within three years of assuming duties in the District, preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Elementary Building Principal, Director of Elementary Curriculum, Director of Special Service and Assistant Superintendent.

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible citizens.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a coordinated system of student records, reviews new student records and interprets records to staff, parents, and students.
2. Works collaboratively with classroom teachers, special educators, Title I staff, school based coach, and math / reading intervention instructor to determine the needs of the individual students.
3. Analyze and interpret data to make good instructional decisions that will increase student achievement.

4. Consults with school staff and parents regarding the assessment results of individual students.
5. Maintains educational and career information for \students and parents.
6. Provides individual and small group counseling to students.
7. Coordinates orientation activities for students new to each level of education and for transferring students.
8. Analyzes assessment data and test results to students, parents, and professional staff.
9. Promotes guidance program to community through various media.
10. Makes referrals to agencies and resources available outside the school.
11. Collaborates with parents, teachers, and other staff members to improve the educational prospect of individual students.
12. Assists in the educational placement of students.
13. Collaborates with the professional staff and administration regarding curriculum development.
14. Consults with parents and professional staff regarding the identification and placement of exceptional students.
15. Participates as an active member of the Core Team.
16. Designs and manages a comprehensive developmental guidance program within the counselor's building assignment.
17. Works collaboratively with other professionals to develop and implement a parenting program.
18. Meets a minimum of four times with the curriculum director to address issues concerning guidance.
19. Assists the administration in implementing all policies and or rules governing student life and conduct, and develops reasonable rules of behavior and procedures, which maintain order in the classroom in a fair and just manner.
20. Coordinates scheduling and administration of all district level assessments at the building level.

21. Performs other reasonable duties as are assigned by the principal for the well-being of the student.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the negotiated agreement between the Crawford Central Educational Association and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional personnel by the Building Principal

REVISED: October 30, 2006

14.0

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

SECONDARY SCHOOL COUNSELOR

QUALIFICATIONS:

1. At least three years of successful teaching experience or equivalent job experience preferred.
2. Holds a valid Pennsylvania Secondary School Counselor certification as set by the state certification authorities.
3. A valid Student Assistance Program Certification obtained within three years of assuming duties in the District.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal, Director of Secondary Curriculum, Director of Special Services and Assistant Superintendent

JOB GOAL: To address students' educational, social, emotional needs, and to guide them

to a positive transition from high school to higher education or a job.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a coordinated system of student records, reviews new student records and interprets records to staff, parents, and students.
2. Consults with school staff and parents regarding the assessment results of individual students.
3. Maintains educational and career information for students and parents in order to make academic and career decisions.
4. Provides proactive counseling, including individual and small group counseling, that meets the needs of each student.
5. Maintains an open door for students who may need counseling immediately.
6. Coordinates orientation activities for students new to each level of education and for transferring students.
7. Analyses assessment and test data to students, parents, and professional staff to make good instructional decisions that will increase student achievement..
8. Promotes the guidance program to community through various media.
9. Makes referrals to agencies and resources available outside the school.
10. Collaborates with parents, teachers, and professional staff members to develop and improve educational plans for individual students.
11. Assists in the educational and vocational placement of students.
12. Collaborates with the professional staff and administration regarding curriculum development.
13. Consults with parents and professional staff regarding the identification and placement of exceptional students.
14. Works with students and parents to develop class schedules for students on a continual basis.
15. Designs, coordinates and implements the district secondary guidance curriculum within the counselor's building assignment.

16. Meets a minimum of four times per year with the Secondary Guidance Department Coordinator and the Director of Secondary Curriculum to address issues concerning guidance.
17. Performs testing duties for assigned grade level(s) and building.
18. Coordinates the scheduling and administration of all district assessments at the building level.
19. Performs other reasonable duties as are assigned by the principal for the well-being of the student.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the negotiated agreement between the Crawford Central Educational Association and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional personnel by the Building Principal

REVISED: October 30, 2006

51.0

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

COORDINATORS OF TESTING

QUALIFICATIONS:

1. Valid Pennsylvania certificate.
2. A master's degree appropriate to the instructional area of the respective department.
3. A minimum of three (3) years of successful teaching experience, preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Elementary and Secondary Principals and Directors of Elementary and Secondary Curriculum and Instruction

JOB GOAL: The Director of Testing is primarily responsible for the supervision of the testing program sponsored by the Crawford Central School District.

PERFORMANCE RESPONSIBILITIES:

A. SECONDARY LEVEL

1. Provides an opportunity for all professional staff to review all testing material. Makes recommendation for budgetary allocation for acquisition of such resources.
2. Monitors the receiving and storage of testing material, student record information, and AB files.
3. Functions as the resource person for all testing procedures.
4. Coordinates all external testing (for example, SAT, ACT, PSAT and end-of-the-year Advanced Placement Testing.)
5. Collaborates with Guidance Department Coordinator and Director of Curriculum regarding records procedures.
6. Works with the Guidance Department Coordinator to publish the Secondary Testing Calendar.
7. Supervises the distribution of all testing materials to all buildings.
8. Collects, packages, and ships answer documents for scoring.
9. Such other reasonable duties as are assigned by the principal or the Director of Curriculum and Instruction for the general well-being of the student.

B. ELEMENTARY LEVEL

1. Monitors the receiving and storage of testing material, student record forms, and AB files.
2. Functions as the resource person for all testing issues.
3. Collaborates with Guidance Department Coordinator and Director of Curriculum regarding records procedures.
4. Works with the Guidance Department Coordinator to publish the Elementary Testing Calendar.

5. Supervises the distribution of all testing materials to all buildings.
6. Collects, packages, and ships answer documents for scoring.
7. Such other reasonable duties as are assigned by the principal or the Director of Curriculum and Instruction for the general well-being of the student.

TERMS OF EMPLOYMENT: Stipend salary to be determined in accordance with the negotiated agreement between the Crawford Central Educational Association and the Crawford Central Board of School Directors

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional personnel.

REVISED: October 30, 2006

Action Plan for 3 Goals in the Career Domain

Stakeholder Parents

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Develop a strategy to educate parents about CTC	25-50% of parents/guardians of 6 th grade students in CCSD will attend an evening program to educate them about CTC.	13.3F	6	1. Pre-test 2. DVD 3. Post-test	Results of pre- and post-test.	May 2016

School District: Crawford Central Level: X Elem. Middle HS

Action Plan for 3 Goals in the Career Domain

Stakeholder Parents

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Gain awareness of their child's academic/ career plan	100% of parents will receive a letter regarding details of their child's career plan	13.2.8	7 & 8	Parents will receive information including a template and description of the career plan. It will also be uploaded to the district website. Their child's career plan will be available to review in the guidance office.	Record any failed mailer deliveries	May 2016

School District: Crawford Central Level: Elem. X Middle HS

Action Plan for 3 Goals in the Career Domain

Stakeholder Parents

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Gain awareness of their child's academic/ career plan	100% of parents will receive a letter regarding details of their child's career plan	13.2.11	9-12	Parents will receive information including a template and description of the career plan. It will also be uploaded to the district website. Their child's career plan will be available to review in the guidance office.	Record any failed mailer deliveries	May 2016

School District: Crawford Central Level: Elem. Middle X HS

Action Plan for 3 Goals in the Career Domain

Stakeholder Staff, Educators, Administrators

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Develop a strategy to educate parents about CTC.	Expose and educate staff/administrator to programs available at CTC.	13.3F	6	<ol style="list-style-type: none"> 1. Pre-test 2. DVD 3. Post-test 	Results of pre- and post-test.	May 2016

School District: Crawford Central **Level:** X Elem. Middle HS

Action Plan for 3 Goals in the Career Domain

Stakeholder Staff, Educators, Administrators

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Staff, educators, and administrators will access the students' academic/career plan in the guidance office.	Train and educate staff/administrators to complete the career plan template	13.2.8	7 & 8	In-service will be provided for teachers, staff, and administrators who will be teaching the WIN program to the students.	Sign in sheet for those who attend the training	May 2016

School District: Crawford Central **Level:** **Elem.** X **Middle** **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Staff, Educators, Administrators

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Staff, educators, and administrators will access the students' academic/career plan in the guidance office.	Train and educate staff/administrators to complete the career plan template	13.2.11	9-12	In-service will be provided for teachers, staff, and administrators who will be teaching the WIN program to the students.	Sign in sheet for those who attend the training	May 2016

School District: Crawford Central **Level:** **Elem.** **Middle** X **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Business & Community

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<p>Develop a strategy to educate parents about CTC.</p>	<p>To have 305 business and community leaders exposed and educate students to the 17 CTC programs and the possible jobs related to each program.</p>	<p>13.3F</p>	<p>6</p>	<p>1. Worksheet that lists all 17 programs offered at CTC. 2. Worksheet that lists careers related to CTC programs.</p>	<p>100% attendance from business/ community members</p>	<p>May 2016</p>

School District: Crawford Central **Level:** X **Elem.** **Middle** **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Business & Community

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Career Day at MAMS	100% of teachers will have a business/community career speaker to discuss their occupation	13.1.8	7 & 8	Speakers will discuss their occupations with students in each of their classes.	Career Passport	May 2016
Family consumer science teacher collaborates with business / community members regarding what soft skills students need to be employed (CJH)	100% of students who take family consumer science will learn important soft skills for occupations	13.2.8	7 & 8	Classroom instruction, presentation, and modeling of soft skills to students	Worksheet	May 2016

School District: Crawford Central **Level:** **Elem.** X **Middle** **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Business & Community

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Business / community members will participate in mock interviews with students	100% of seniors will attend mock interviews with community/business members (CHS)	13.2.11	12	Interviewers are given an assessment tool to review each student and to also review and give feedback during of the process	Assessment tool completed	May 2016
Business / community members attend the Crawford central & LTI college/career fairs	Ninety business/community members attend the college/career fair	13.1.11	10-11	Business/community members provide resources and information for the students at their table	Surveys from business/ community members	May 2016
English teachers collaborate with business/commu nity members regarding occupation information	100% of students who take 9 th grade English will research various occupations	13.1.11	9	Classroom instruction, presentation, and use of education planner to research various careers	Research paper	May 2016

School District: Crawford Central **Level:** **Elem.** **Middle** X **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Post-secondary

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
<p>Develop a strategy to educate parents about CTC.</p>	<p>3 post-secondary panel members will educate students about CTC programs related to possible post-secondary vocational options.</p>	<p>13.3F</p>	<p>6</p>	<p>Hands of activity provided by the panel that illustrates the career/job they represent.</p>	<p>100% student and panel attendance</p>	<p>May 2016</p>

School District: Crawford Central **Level:** X **Elem.** **Middle** **HS**

Action Plan for 3 Goals in the Career Domain

Stakeholder Post-secondary

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Career Day at MAMS	100% of teachers will have a business/community career speaker to discuss their occupation	13.1.8	7 & 8	Speakers will discuss their occupations and post-secondary options with students in each of their classes.	Career Passport	May 2016
Family consumer science teacher collaborates with post-secondary institutions (CJH)	100% of students who take family consumer science will learn about post-secondary options	13.2.8	7 & 8	Classroom instruction, presentation, and WIN program to learn about post-secondary options	Worksheet	May 2016

School District: Crawford Central **Level:** Elem. Middle HS

Action Plan for 3 Goals in the Career Domain

Stakeholder Post-secondary

"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities /Event Description	Data to Measure Impact	Timeline Beginning & End
Gain awareness of the Crawford County Career Technical Center (CCCTC) programs	100% of 9 th grade students will tour the CCCTC	13.1.11	9	Students will attend the 9 th grade tours to learn about the various programs that are offered	Survey	May 2016
Business/ community members attend the Crawford central & LTI college/career fairs	Ninety business/community members attend the college/career fair	13.1.11	10-11	Business/community members provide resources and information for the students at their table	Surveys from business/ community members	May 2016
College visitations	Twenty-five college representatives meet with students regarding their programs	13.1.11	11-12	Students sign up to meet with college representatives either in school or at the institution to learn about the programs they offer.	Sign in sheet	May 2016

School District: Crawford Central Level: Elem. Middle X HS

Grade 12 Curriculum Action Plan

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Grade level presentations	CEW 13.1.11	Powerpoint	September	All Students	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick
College/Career Fair	CEW 13.1.11 13.2.11 13.3.11	Vender tables	October	Available to All Students	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick
Individual student meetings regarding failing grades	CEW 13.1.11	Student's Progress Report/Report card	November, December, January, February, April, May, & June	As needed	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick
Caring Team, recognition of Children's Grief Awareness Day	ASCA PS:A1	Announcements	November	All Students	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick
Financial Aid Night	CEW 13.1.11 13.3.11	Vender tables	December	Available to All Students	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick

Appendix B

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
Course selection assemblies	CEW 13.1.11 13.3.11	Registration materials	January	All Students	CHS	Not assessed	School Counselor	Lindeman
Disseminate FAFSA information	CEW 13.3.11	FAFSA Application	January	Available to All Students	MASH / CSH	Completed application	School Counselors	Anderson Foulk Lindeman Swick
Registration process	CEW 13.1.11	Powerpoint / Registration sheet	February	All Students	MASH / CSH	Completion of registration sheet	School Counselors	Anderson Foulk Lindeman Swick
Course selection assemblies	CEW 13.1.11 13.3.11	Registration materials	March	All Students	MASH	Not assessed	School Counselors	Anderson Foulk Swick
12th grade career planning survey	CEW 13.1.11	Survey	May	All Students	MASH / CSH	Completed survey	School Counselors	Anderson Foulk Lindeman Swick
Team meetings with parents, teachers, and/or students	CEW 13.3.11	Grades, Attendance, & Discipline Reports	Ongoing all year	As needed	MASH / CSH	Not assessed	School Counselors	Anderson Foulk Lindeman Swick
IEP, GIEP, and 504 meetings	CEW 13.2.11 13.3.11	Student's IEP/GIEP/504	Ongoing all year	Identified Students	MASH / CSH	Completed IEP/GIEP/504	School Counselors	Anderson Foulk Lindeman Swick

Appendix B

Lesson Content/Program Content	ASCA Domain and/or CEW Domain	Curriculum and Materials	Start and End Dates	Number of Students Affected	Location	Evaluation and Assessment	Stakeholders	Contact Person
SAP team meetings	ASCA PS:C1 PS:B1	SAP referral	Ongoing all year	As needed	MASH / CSH	Completed assessment	School Counselors	Anderson Foulk Lindeman Swick
Credit Review	CEW 13.1.11 13.3.11	Credit Calculator & Student transcript	Ongoing all year	All Students	MASH / CSH	Completed Credit Calculation	School Counselors	Anderson Foulk Lindeman Swick
Partnership and presentations by institutions and workforce	CEW 13.3.11 13.4.11	Institution Provided Literature	Ongoing all year	Available to All Students	MASH/CSH	Not assessed	Business / Community Members	Selected Representative
Job shadow & internship opportunities	CEW 13.1.11 13.2.11 13.3.11 13.4.11	Handbook Contract Interview	Ongoing all year	Available to All Students	MASH/CSH	Not assessed	Business / Community Members	Selected Representative
Career classroom lessons	CEW 13.1.11 13.2.11 13.3.11 13.4.11	Powerpoint / website	December	All Students	MASH / CSH	Information in Career Portfolio	School Counselors	Anderson Foulk Lindeman Swick

**Crawford Central School District
Meadville Area Elementary, Middle, and High School**

Last Name: _____

First Name: _____

DOB: _____

State ID #: _____

Level: Elementary

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
5	Student took interest inventory to determine personal Career Clusters [13.1.5]		
<i>Results</i>	1) _____ 2) _____ 3) _____		
5	Student completed career options lesson (ex. Career Café) [13.1.5]		
5	Student participated in Crawford County Career & Technical Center Visits [13.1.5]		
5			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
6	Student toured the Crawford County Career & Technical Center [13.1.5]		
6	Student introduced to career options lesson (ex. Career Café) [13.1.5]		
6			

Level: Middle/Junior High

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
7	Student completed Career Interest Test based on the Holland personality types and aptitudes. [13.1.8 – 13.4.8]		
7	Student attended Career Day and listened to speakers representing multiple Holland personality types [13.1.8]		
7	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.8]		

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
8	Student completed WIN Learning component: Interest Profiler [13.1.8 – 13.4.8]		
8	Student attended Career Day and listened to speakers representing multiple Holland personality types [13.1.8]		
8	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.8]		
8			

Level: High School

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
9	Student toured Crawford County Career & Technical Center [13.1.11]		
9	Student completed WIN Learning myStrategic Compass [13.1-4.11]		
9	Student explored career options and prepared Career Research paper [13.1.11]		
9	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
9			
9			
9			

Appendix C

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
10	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
10	Student attended Laurel Technical Institute Career Fair [13.1.11]		
10			
10			
10			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
11	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
11	Student participated in College and Career Fair [13.1.11]		
11	Student completed the Holland Interest Inventory [13.1.11]		
11	Student utilized the PA Career Zone to analyze career choices [13.1.11]		
11	Student utilized Peterson's Guide or other resource for post-secondary options based on Holland results [13.1.11]		
11			
11			
11			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
12	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
12	Student completed Senior Exit Interview with counselor [13.1-4.11]		
12	Student participated in College and Career Fair [13.1.11]		
12	Student designed and presented a Career Portfolio [13.1-2.11]		
12	Student participated in Financial Aid Night [13.1.11]		
12			
12			
12			

Level: Misc.

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
	Student completed Credit Union Student Employee training (Work Experience) [13.1-4.11]		
	Student took PSAT and introduced to My College Quickstart software program [13.1.11]		
	Student completed WIN Learning Career Readiness Courseware [13.1-4.11]		
	Completed Crawford County Career & Technical Center Work Sessions [13.1.11]		
	Student took ACT Aspire and reviewed results with counselor [13.1.11]		

Chapter 339 – Academic and Career Plan
Crawford Central School District
Cochranton Elementary & Cochranton Jr/Sr High School

Last Name: _____

First Name: _____

DOB: _____

State ID #: _____

Level: Elementary

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
5	Student took interest inventory to determine personal Career Clusters [13.1.5]		
<i>Results</i>	1) _____ 2) _____ 3) _____		
5	Student introduced to career options lesson (ex. Career Café) [13.1.5]		
5	Student participated in Crawford County Career & Technical Center Visits [13.1.5]		
5			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
6	Student toured Crawford County Career & Technical Center [13.1.5]		
6	Student introduced to career options lesson (ex. Career Café) [13.1.5]		
6			

Level: Middle/Junior High

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
7	Completed My Dream Future project (how employment affects opportunity) [13.1.8]		
7	Student completed WIN Learning Soft Skills section (workplace & personal) [13.2.8]		
7	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.8]		
7			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
8	Student completed High Cost of Living project (understanding budget/pay) [13.3.8]		
8	Student completed 9-week Career Skills course [13.1-4.8]		
8	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.8]		
8			

Level: High School

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
9	Student toured Crawford County Career & Technical Center [13.1.11]		
9	Student completed WIN Learning myStrategic Compass [13.1-4.11]		
9	Student explored career options and prepared Career Research paper [13.1.11]		
9	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
9			
9			
9			

Appendix C

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
10	Student completed WIN Learning Career Readiness Courseware [13.1-4.11]		
10	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
10	Student attended Laurel Technical Institute Career Fair [13.1.11]		
10			
10			
10			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
11	Student completed WIN Learning College Readiness CRC+ [13.1-4.11]		
11	Student reviewed and revised the Course Selection/Career Action Plan with Counselor [13.1.11]		
11	Student attended NACAC College Fair [13.1.11]		
11			
11			
11			

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
12	Student reviewed the College/Career Action Plan with Counselor [13.1.11]		
12	Student prepared and refined Cover Letter [13.2.11]		
12	Student participated in 12 th Grade Career Fair/Mock Interviews [13.1.11]		
12			
12			
12			

Level: Misc.

Grade	Academic & Career development activity, assessment, and/or experience	Signifier	Date
	Student achieved CSWA certification in SolidWorks (CADD 1) [13.1.11]		
	Student achieved CSWP certification in SolidWorks (CADD 2) [13.1.11]		
	Student completed Credit Union Student Employee training (Work Experience) [13.1-4.11]		
	Student participated in H&R Block Budget Challenge (Consumer Math) [13.3.11]		
	Student took PSAT and introduced to My College Quickstart software program [13.1.11]		