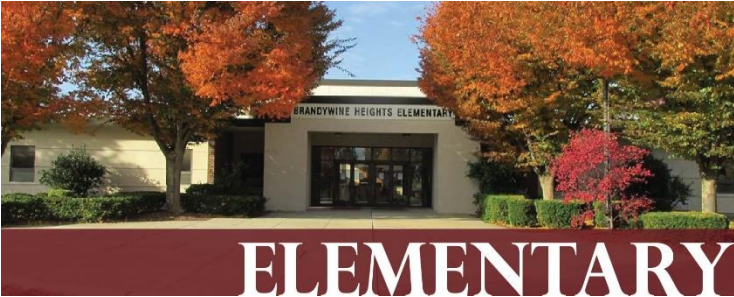


Brandywine Heights Area School District

K-12 Comprehensive Counseling Program



Brandywine Heights Area School District

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Brandywine Heights Area School District

200 West Weis St., Tipton, PA 19530



Chapter 339 K-12 School Counseling Plan

School Counselors and Assignments

Brandywine Elementary

K-3 Doug Felegy (397:1)

Brandywine Intermediate School

4-5 Heather Kulp (240:1)

Brandywine Middle School

6-8 Larry Schumacher (340:1)

Brandywine Heights High School

9-12 Surname A-L Kelly Pearsall (260:1)

9-12 Surname M-Z David Favata (260:1)

School-Counseling Department Mission Statement

The mission of the Brandywine Heights School Counseling Program, which serves a growing community with diverse needs, is to counsel, educate and advocate for students as they pursue their individual goals by delivering a proactive, comprehensive and consistent program, in partnership with multiple constituencies. The counseling department is to provide a comprehensive, developmental, program addressing the academic, career and personal/social needs of all students. Brandywine Heights Counseling program delivers equal access and equity for all students and provide them with the tools and knowledge necessary to cope with life issues and be prepared with the skills required to accomplish their personal goals and become productive members of society.

Program Goals

Academic

Elementary/Intermediate: To reduce by 25% the number of days absent for students with 15 or more days out from the previous school year. Example: If student A was out for 15 days, they would reduce to 11 days out.

Middle School: To reduce by 25% the total number failure notices received by 7th and 8th grade students each quarter.

High School: Increase number of 9th graders by 5% accessing academic support resources including after school tutoring and National Honor Society (NHS) tutoring.

Career

Elementary/Intermediate: Through the use of CCSparks career curriculum, each school will expose Kindergarten through 5th grade students to various careers and career related topics. This is measured by the number of lessons that each student participates in utilizing the CCSparks program.

Middle School: To increase exposure to career education for 6th grade students. All 6th grade students will participate in three Career Cruising sessions.

High School: Ninth grade students will complete Matchmaker and My Skills through Career Cruising after their 9th grade conference. Tenth grade students will complete their career portfolio in Career Cruising by developing a resume and a writing a research paper about a career that they are interested in pursuing.

Personal/Social Goal

Elementary/Intermediate: Through the use of whole group guidance lessons, school-wide assemblies and school wide positive behavior support programs, the school counselors will provide instruction on social skills focusing on positive character traits. The students will demonstrate these traits through the school day in all areas of the buildings. Large group lessons presented to 95% of the students will focus on positive behavior and social skills within the school setting. Outcome: Decrease number of discipline referrals by 10%.

Middle School: Students in grade 6 experiencing social and/or emotional concerns identified through teacher, parent, or a self-referral will meet individually or in small groups with the School Counselor bi-weekly.

High School: Ninth grade students will meet individually with assigned high school counselor to learn how to access counseling resources.

Stakeholders

The Brandywine Heights School District counselors will work with many groups in developing a K-12 comprehensive program that addresses the needs of the students in our district.

Students:

Brandywine Heights School District students will gain the knowledge necessary to understand the importance of planning for their futures. They will realize the relationship between the choices they make in school and how those decisions affect their post-secondary and career options. By exploring and developing a career identity from Kindergarten through the twelfth grade they will become more observant and aware of the opportunities within the community in which they live.

Students within this model will be able to provide feedback to counselors regarding program effectiveness. Their input will assist counselors in the design and implementation of programs that are efficient, effective, and utilize methods that are best suited in reaching their peer group.

Parents:

Parents will benefit from a comprehensive career program by understanding how they can best help their student experience a successful educational experience. Parents will begin to understand the importance of future planning and will explore with their students and ask key questions to spark an interest in their student.

The K-12 comprehensive program will benefit from parent involvement because they have the greatest impact on their child's attitudes and behaviors. When parents become partners in career development and are given the tools to help their children explore and plan their career future, the impact will be greatly increased when combined with the efforts of the school district.

Educators:

By creating a comprehensive K-12 career program, educators will benefit by expanding their knowledge base in order to help prepare students for future career trends. Educators will continue as professionals within their field and leaders to the students they serve, but will also have the opportunity to learn about other options that can assist students in becoming significant contributors to our society.

Educators will contribute to the program by connecting their curriculum to various aspects of career exploration and acquisition, which can enhance their programs by making them meaningful and linked to a tangible future for their students. Educators will be in the position to facilitate personal and educational growth in unique and significant ways for all students.

Business/Community:

A robust community is typically surrounded by a strong educational system. Businesses have a keen desire to see that schools are producing students who are ready to meet the demands of an evolving work environment. In order to ensure that students graduate with the knowledge that is needed to enter the world of work, the community often reaches into schools to share experiences and options. A comprehensive K-12 career program will allow for the success of the community's businesses to open their doors to students, creating a healthy relationship between the two.

The business community will significantly contribute to the K-12 program by providing real work experiences for the students of the Brandywine Heights Area School District. Through participation in career fairs, job shadow experiences, and providing internship opportunities, and participating in mock interviews, the business community will be providing essential tools students need in order to assist them in targeting and fine-tuning their interests, applying their post-secondary planning skills sets, exploring their career options, and practicing their on-the-job training.

Post-Secondary

The higher education community will benefit from a K-12 program because they will be receiving students who have participated in a comprehensive developmental career program. As a result, the students who will be attending their two-year college, four-year college, technical school, community college, apprentice program and the military will be more focused. These students will be less likely to change their majors, transfer to various colleges, or to discontinue their education because they will make better decisions about their post-secondary plans.

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

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
To Inform parents and guardians of school counseling program activities, for parents and students	To include parents in the development of the Chapter 339 plan	13.1	K-12	Title 1, Early Childhood Program, Chapter 339 development, School Improvement Team Meetings	Attendance Records	Monthly
		13.2				
		13.2				
	To continue to provide opportunities for parents and students	13.4		Open House and Information Day, Bring your child to work day, IEP Meetings, Parent/Teacher Conferences	Attendance Records	Quarterly
To encourage parent engagement and involvement as volunteers within the school building			Field Trip/Dance Chapterones, Fundraisers, Tutors, PTC/Booster Club	Attendance Records	Quarterly	
Educate parents and guardians about BCTC and post secondary options	To increase parental involvement in post-secondary planning	13.1	K-12	BCTC Open Houses, Tours of local facilities, Senior Parent Night, scheduling, job shadows, Junior Parent Night/College Night	Attendance Records	Quarterly
		13.2				
		13.3				
	To encourage communication between parents and post-secondary options	13.4		Emails, mailings, website, college fairs, presentations/speakers	Attendance Records	Quarterly
To increase awareness of career optoions available at BCTC			Encourage tours beginning in fifth grade, providing information at early ages, classroom curriculum regarding careers	Permission Slips, Attendance Records	Quarterly	
Educate parents in regards to outside resources available	To continue to provide oppourtunies for parents to meet with staff and outside agencies	13.1	K-12	Financial Aid Night, Health Fair, Senior Awards Assembly, SAP Program, CHIP, BCIU Early Intervention	Scholarship Recipients, Acceptance Letters, Applications	Monthly
		13.2				
		13.3				
	To encourage more consistenctecny for parents to help their child attain their short term goals	13.4		College Tours, Financial Aid Night Scholarship Applications, College Applications, FAFSA Competition, Credit Recovery,	Senior Plan Sheets	Yearly
	To assist parents who need additional guidance an dsupport in transtional planning			IEP Transition Planning, Job Placement Assistance, Work Permits	Graduation Rates, Post-Secondary Rates	Yearly

Action Plan for 3 Goals in the Career Domain

Stakeholder	Educators					
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End
Connect an outside resource to staff members to build a career development program	To continue to build a relationship between BHASD and the BCTC	N/A	N/A	Attend Berks County Counselor Association meetings, continuous communication through IEP meetings, phone calls, emails, presentations, tours, etc.	Attendance records of student involvement	quarterly
	To continue to build a relationship between BHASD and community members			Working with the Chamber of Commerce, monthly meetings, health fair, advisory committee, parent/teacher conferences, open house.	Phone logs to document participation	monthly
	To familiarize staff with updated career educational resources for all grade levels			Teachers are provided with a list of online resources to use throughout the year for all grade levels.	email	yearly
Strategy on how to meet as a team to educate staff on the 339 plan and process	To familiarize educators on the Chapter 339 plan and process, and the importance of career education	N/A	N/A	In-service, school website, staff meetings, emails, classroom career units, etc.	evaluations	quarterly
	To increase communication between educators and the counseling department			Staff meetings, team meetings, school website, newsletters, social media, public relations, monthly meetings for the core 339 team	Informal input, meeting attendance	Monthly
	To continue to collaborate to review best practices and adjust as needed			Bi-monthly counseling program meetings. Attend 339 meetings and consult with presenters, as needed. Attend Berks County Counselor's Association meetings and consult with other school district counselors, as needed.	Chapter 339 plan	bi-monthly
To engage staff with students and their career development	To provide bi-yearly meetings for staff to serve as mentors for students' career development	N/A	N/A	Senior project committees, reviews and consultations of senior graduation project	Evaluation of senior projects	bi-yearly
	To create connections and provide guidance for staff to lead student down their personal career journeys			Advisory Committee, clubs, organizations, athletics, work permits, mock interviews, class elections, field trips, review of school curriculum, etc.	Surveys, grade improvement, attendance	Monthly
	To create a welcoming and stable environment for new hires and build relationships between staff			Staff mentors, staff breakfasts/lunches, faculty meetings, in-service, teacher appreciation, new staff trainings		Monthly

Action Plan for 3 Goals in the Career Domain

Stakeholder	Business and Community						
"Big Idea"	Program Goals (SMART Format)	CEW Standards	Grade Level	Activities/Event Description	Data to Measure Impact	Timeline Beginning & End	
Involve business and community members in career curriculum planning.	Ask business and community members for input through advisory council.	13.1.3, 13.1.5, 13.1.8, 13.1.11, 13.2.3, 13.2.5, 13.2.8, 13.2.11, 13.4.3, 13.4.5, 13.4.8, 13.4.11	K-12	Advisory Council meetings	Participant feedback	Five year cycle	
	Create needs survey for recent graduates.			Use survey software- ex.-Survey Monkey	Return rate	Yearly	
	Create needs survey for local businesses.			Use survey software- ex.- Survey Monkey	Return rate	Yearly	
Create extracurricular career development activities for students.	Include elementary students in BCTC and business tours.	13.1.3, 13.1.5, 13.2.3, 13.2.5, 13.4.3, 13.4.5	K-12	Meet with BCTC representatives	Tour completion data	Yearly	
	Re-establish a career shadowing program at the Middle School.	13.1.8, 13.2.8, 13.4.8		Meet with chamber of Commerce and other business organizations.	Student participation data.	Ongoing	
	Expand High School internship/co-op program.	13.1.11, 13.2.11, 13.4.11		Contact parents and alumni for resources.	Student participation data	Ongoing	
Involve Businesses and Community Organizations in creating a local career information network.	Make contacts with community and business groups through Superintendents office to start network.	13.1.3, 13.1.5, 13.1.8, 13.1.11, 13.2.3, 13.2.5, 13.2.8, 13.2.11, 13.4.3, 13.4.5, 13.4.8, 13.4.11	K-12	Attend superintendent meeting with community and business.	Meeting attendance	As scheduled.	
	Coordinate with local Chamber of Commerce members			Attend chamber of Commerce meetings	Meeting attendance	Twice Yearly	
	Contact local businesses who participate in BCTC co ops and Technical Academy.			Meet with BCTC for resources.	Meeting attendance	Yearly	

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	
Connect outside post-secondary resource to staff or parents	Parents will increase awareness of a variety of post-secondary options	13.2.5	K-12	Senior parent meetings, Title I Parent Meetings, Newsletters, Financial Aid/FAFSA Parent Night, PSAT, AP, Dual Enrollment, Senior Awards Assembly, Open House, School Counselor parent meetings, IEP meetings	Attendance, completed FAFSA forms, completed college applications, Participation in Dual Enrollment	Ongoing	
		13.2.8					
		13.2.11					
	Staff will increase awareness of a variety of post-secondary options.	13.1.5.8.11		Classroom college/career presentations, post-secondary information tables and military information tables at lunch, continuing education credits, teacher participation in dual enrollment courses, faculty meetings to educate staff about dual enrollment, AP courses, BCTC, and other post-secondary options.	Participation/attendance, staff continuing education credits, lesson plans	Ongoing	
	Parents will participate in development of academic/career plan			course request sign off, parent access to career cruising, parent/counselor meetings, GIEP meetings, IEP meetings	Participation/attendance, number of returned signed course request forms	Ongoing	
Engage unfamiliar post-secondary resource with students	Students will increase enrollment in post-secondary education programs.	13.1.3.5.8.11	K-12	College fairs, college trips, career portfolio, freshman conferences, junior conferences, senior conferences, grade 5 lessons on post-secondary options, Elementary/Intermediate/Middle/High School field trips, Girls on the Run	Attendance, student surveys	Ongoing	
		13.4.11					
		13.2.5.8.11					
	Students will increase enrollment in post-secondary education programs.	13.3.5.8.1		Increase student visits to post-secondary institutions, College/Military visits in the counseling office	Attendance, student surveys	Grades 9-12	
	Post-secondary representatives from local area included on the Advisory Council for Input			BCTC field trips, Mock Interviews, College night, Open House, BBEC Field trips	Attendance, surveys, permission slips	Grades 9-12	
Connect students with post-secondary programs	Increase participation in Dual Enrollment courses at BHHS and BCTC and AP courses	13.1.8.11	9-12				
		13.2.8.11					
					Present information during scheduling night regarding AP, Dual Enrollment, and BCTC	Attendance	Grades 8-12
		Students will participate in career education course			Classroom presentations, individual counseling meetings, Career Cruising	Attendance, surveys, portfolio completion	Grades 9-10
	Increase student participation in PSAT			Present information to 10th and 11th grade students in English classrooms,	Attendance, number of students signed up for PSAT	Grades 10-11	

Role of the School Counselor

- A. As a Leader, school counselors effectively and efficiently create, implement, and manage a comprehensive and developmentally counseling program.
- B. As an Advocate, school counselors advocate for students, for the counseling profession, and for systemic change. School counselors' advocacy can have a lasting impact on attitudes, policies, and practices, which will ultimately help reduce or eliminate any potential barriers to students' learning, so that they can reach their full potential in school and careers.
- C. As a Collaborator, school counselors collaborate with all stakeholders, including students, parents, and post-secondary colleges and universities, to create a positive learning environment, so that optimal learning is achieved for all students to succeed academically, personally, and socially.
- D. As an Agent of Systemic Change, school counselors help schools to make systemic change to strategically meet the needs of their students by removing institutional barriers to students' learning and by implementing support interventions to ensure all students graduate ready and prepared for post-secondary educational and vocational training.

Chapter 339 Advisory Council Members

The Advisory Council will provide critical insight, leadership, direction and support for further development and implementation of the district's comprehensive counseling and career services program. Suggested Advisory Council Stakeholders:

BHASD Administrators

Business Owners

Clergy

Legislators

Media Contacts

Parents

BHASD Staff

Students

Post-Secondary Institutions

Brandywine Heights Elementary Grades K-3
Monthly Counseling Calendar

<u>July</u>	<u>January</u>
Academic: New student tours, transfer student files, scheduling	Academic: CDT assessments, MDE/IEP meetings, SAP meetings, individual testing
Career:	Career: Responsibility in the workplace, CCSparks career curriculum
Personal/Social:	Personal/Social: Conflict resolution, individual counseling, group counseling, school climate committee, Respect assembly JP Mascaro & Sons, PTC meeting
<u>August</u>	<u>February</u>
Academic: New student tours, transfer student files, 504 documents, scheduling, MDE/IEP meetings, Home Access Center, PTC meeting	Academic: PASA assessments, MDE/IEP meetings, SAP meetings, individual testing
Career:	Career: Teamwork in the workplace, CCSparks career curriculum
Personal/Social: Back to school transition, anxiety skills, Individual counseling	Personal/Social: Individual counseling, group counseling, school climate committee, conflict resolution , PTC meeting
<u>September</u>	<u>March</u>
Academic: Scheduling, 504's, MDE/IEP meetings, individual testing, Home Access Center, PTC meeting	Academic: OLSAT assessments
Career: Who is the school counselor & other school careers	Career: CCSparks career curriculum, career awareness

Personal/Social: SWPBS, Meet the teacher night, Individual counseling, developing friendships, school climate committee	Personal/Social: Individual counseling, group counseling, school climate committee, PTC meeting
<u>October</u>	<u>April</u>
Academic: MDE/IEP meetings, 504's, SAP meetings, individual testing, PTC meeting	Academic: PSSA assessments, MDE/IEP meetings, SAP meetings, individual testing
Career: Fire safety week- Topton Fire Company visit, career awareness	Career: CCSparks career curriculum, career awareness, Career Café
Personal/Social: Red Ribbon Week, Bully, Teasing, Individual counseling, group counseling, Tattletale & Reporting, Halloween parade, school climate committee	Personal/Social: Individual counseling, group counseling, Open House, food drive, PTC meeting, school climate committee
<u>November</u>	<u>May</u>
Academic: MDE/IEP meetings, SAP meetings, CDT assessments, individual testing	Academic: MDE/IEP meetings, SAP meetings, individual testing, class placement, scheduling, kindergarten registration
Career: Intro to Careers, tools and vehicles,	Career: CCSparks career curriculum, Career BINGO/career awareness, conflict resolution, resume, Career Café
Personal/Social: Bully, teasing, tattling & reporting, school climate committee, PTC meeting, Little Shoppers Village concession stand chair	Personal/Social: Individual counseling, group counseling, peer pressure, qualities of a good friend, PTC meeting
<u>December</u>	<u>June</u>
Academic: MDE/IEP meetings, SAP meetings, individual testing, OLSAT testing	Academic: MDE/IEP meetings, SAP meetings, individual testing, scheduling

Career: Interests	Career: CCSparks career curriculum, Career BINGO/career awareness, conflict resolution, Career Café
Personal/Social: Gossip, Bully Prevention, group counseling, individual counseling, school climate committee, PTC meeting	Personal/Social: Individual counseling, group counseling peer pressure, quality of a good friend, transition day, PTC meeting

Ongoing Monthly Counseling Activities

- Attend faculty meetings
- Participate in SWPBS activities and incentive program development
- Attend parent conferences and ER/IEP meetings
- Complete MDE tasks- record reviews and behavior observations
- Coordinate information/referrals with outside agencies
- Developmental guidance classes
- Small groups
- Individual groups
- Crisis counseling
- Consultative services with parents, teachers, and administration
- Work on ASCA National Model Goals Work on Chapter 339 goals.
- Register and schedule new students throughout the year
- Make schedule changes as needed
- Coordinate PSSA Reading and Math assessments
- Facilitate initial Student Assistance Program meetings
- Conduct 30 day action plan review meetings for Student Assistance Program
- Serve as Chapter 15 Service Agreement case manager
- Serve as LEA as needed
- Develop Truancy Elimination Plans
- Conduct initial Truancy Elimination Plan meeting with parents, administration and student as well as 30 day review meetings
- Respond to daily parent phone calls and requests
- Distribute, compile and send behavioral checklist per parent or doctor requests
- Referral to community agencies as appropriate
- Classroom presentations on guidance topics (grief, homework, friendship) as needed
- Update website as needed

Brandywine Heights Intermediate School Grades 4-5 Monthly Counseling Calendar

<u>July</u>	<u>January</u>
Academic: New student tours, transfer student files, scheduling	Academic: CDT assessments, MDE/IEP meetings, SAP/team/dept. meetings, individual testing, 504's
Career:	Career: Responsibility, Character Education, CCSparks career curriculum
Personal/Social:	Personal/Social: Conflict resolution, individual counseling, group counseling, student council, bucket-filler, student council, Mix it up, social skills groups, bucket-filler, TGFD
<u>August</u>	<u>February</u>
Academic: New student tours, transfer student files, 504 documents, scheduling, MDE/IEP meetings, Home Access Center, SAP team	Academic: PASA assessments, MDE/IEP meetings, SAP/team/dept. meetings, individual testing, 504's
Career:	Career: Career Exploration, CCSparks career curriculum
Personal/Social: Back to school transition, anxiety coping skills, Individual counseling, bucket-filler, meet the teacher night	Personal/Social: Individual counseling, group counseling, student council, conflict resolution, social skills groups, bucket filler, TGFD
<u>September</u>	<u>March</u>
Academic: Scheduling, 504's, MDE/IEP meetings, individual testing, Home Access Center, SAP/team/dept. Meetings	Academic: MDE/IEP meetings, SAP/team/dept. meetings, individual testing, 504's, PSSA preparation

Career: Who is the school counselor & other school careers	Career: career awareness, interests, personal traits, values, and abilities, CCSparks career curriculum
Personal/Social: SWPBS, Individual counseling, developing friendships, student council, bucket-filler, social skill groups	Personal/Social: Individual counseling, group counseling, student council, social skills groups, mix it up, bucket filler
<u>October</u>	<u>April</u>
Academic: MDE/IEP meetings, 504's, SAP/team meetings, individual testing, 5 th grade camp, gifted referrals from the OLSAT screening, CDT assessments	Academic: PSSA assessments, MDE/IEP meetings, SAP/team/dept. meetings, individual testing, 504's, PSSAs
Career: Interpersonal skills/cooperative groups, begin CCSparks career curriculum	Career: career awareness, interests, personal traits, values, and abilities, CCSparks career curriculum
Personal/Social: Red Ribbon Week, Bullying, Teasing, Individual counseling, group counseling, 5 th grade camp, student council, social skill groups, bucket-filler, Too Good for Drugs (TGFD)	Personal/Social: Individual counseling, group counseling, student council, social skills groups, bucket-filler
<u>November</u>	<u>May</u>
Academic: MDE/IEP meetings, SAP/dept./team meetings, individual testing, 504's	Academic: MDE/IEP meetings, SAP/dept./team meetings, individual testing, PSSAs, class placement, scheduling, open house, 504's
Career: Character Education, CCSparks	Career: career awareness, goal setting, CCSparks career curriculum
Personal/Social: Bully, character education, student council, Mix it Up, social skills groups, bucket-filler, TGFD	Personal/Social: Individual counseling, group counseling, student council, social skills groups, bucket-filler, transition day

<u>December</u>	<u>June</u>
Academic: MDE/IEP meetings, SAP meetings, individual testing, 504's	Academic: MDE/IEP meetings, SAP/dept./team meetings, individual testing, scheduling, class lists, 504's
Career: Character Education, CCSparks	Career:
Personal/Social: Gossip, Bully Prevention, group counseling, individual counseling, social skills groups, student council, bucket filler, TGFD	Personal/Social: Individual counseling, group counseling, student council, social skills groups, bucket-filler

Ongoing Monthly Intermediate School Counseling Activities

- Attend grade level team meetings
- Attend faculty meetings
- Implement and participate in school wide positive behavior program (Bucket fillers/Character), activities, bulletin boards, and incentives
- Attend parent conferences, ER/IEP meetings
- Complete MDE tasks, record reviews, behavior observations, arrange and attend meeting
- Coordinate information/referrals with outside agencies
- Developmental guidance lessons
- Small groups
- Individual counseling
- Crisis counseling
- Consultative services with parents, teachers, and administration
- Work on ASCA National Model Goals Work on 339 Goals
- Register and schedule new student throughout the year
- Make schedule changes as needed
- Coordinate PSSA and CDT test set-up
- Serve as Chapter 15 Service Agreement case manager
- Serve as LEA as needed
- Academic counseling
- Arrange parent/teacher team meetings
- Teach the Too Good for Drugs program to all 4th and 5th graders
- Distribute, compile and send behavioral checklists per parent or doctor requests
- Present/teach the CCSparks career curriculum to all 4th and 5th grade students
- Referral to community agencies as appropriate
- Respond to daily parent phone calls and requests
- Lunch Duty
- Conduct mediation between students as needed

Brandywine Heights Middle School Grades 6-8
Monthly Counseling Calendar

<u>July</u>	<u>January</u>
Academic: New student tours, transfer student files, scheduling, send and request records for withdrawals and registrations.	Academic: CDT tests, MDE/IEP meetings, SAP meetings, individual testing, Grade level team meetings. Send and request records for withdrawals and registrations. 8 th grade scheduling for HS. Update 504 plans.
Career:	Career: 8 th grade Career cruising lessons. 8 th grade career portfolios
Personal/Social: Individual counseling, group counseling as needed.	Personal/Social: individual counseling, group counseling as needed. Social Skills group.
<u>August</u>	<u>February</u>
Academic: New student tours, scheduling, send and request records for withdrawals and registrations. 504 document memos to teachers, update 504 plans. MDE/IEP meetings, Home Access Center setup, Grade level team meetings	Academic: PASA assessments, MDE/IEP meetings, SAP meetings, individual testing, Grade level team meetings. Send and request records for withdrawals and registrations. Update 504 plans.
Career:	Career:
Personal/Social: Back to school transition, Individual counseling. Group Counseling as needed.	Personal/Social: Individual counseling, group counseling as needed. Social Skills group.
<u>September</u>	<u>March</u>
Academic: Scheduling, 504's, MDE/IEP meetings, individual testing, Home Access	Academic: MDE/IEP meetings, SAP meetings, individual testing, Grade level

Center setup, Grade level team meetings, SAP meetings and referrals. Introduce Counselor to 6 th grade students. CDT tests. Send and request records for withdrawals and registrations. Update 504 plans.	team meetings, PSSA preparation. Send and request records for withdrawals and registrations. Update 504 plans. Potential failure notices.
Career:	Career:
Personal/Social: Meet the teacher night, Individual counseling, group counseling as needed. Social Skills group.	Personal/Social: Individual counseling, group counseling as needed. Social Skills farm
<u>October</u>	<u>April</u>
Academic: MDE/IEP meetings, 504's, SAP meetings, individual testing, schedule changes, Grade level team meetings. Send and request records for withdrawals and registrations. Update 504 plans. Send home PSSA reports.	Academic: PSSA assessments, MDE/IEP meetings, SAP meetings, individual testing, Grade level team meetings. Send and request records for withdrawals and registrations. Update 504 plans.
Career:	Career:
Personal/Social: Red Ribbon Week, Individual counseling, group counseling as needed. Social Skills group.	Personal/Social: Individual counseling, group counseling as needed. Social Skills group.
<u>November</u>	<u>May</u>
Academic: MDE/IEP meetings, SAP meetings, CDT tests, individual testing. Parent conferences. Grade level team meetings. Send and request records for withdrawals and registrations. Update 504 plans.	Academic: MDE/IEP meetings, SAP meetings, individual testing, class placement, next year scheduling, Keystone Algebra, Grade level team meetings. Send and request records for withdrawals and registrations. Update 504 plans. HS orientation trip. Potential failure notices.
Career: Coordinate BCTC Early Admissions applications process.	Career: 8th grade BCTC Field trip

Personal/Social: Individual counseling, group counseling as needed. Social Skills group.	Personal/Social: Individual counseling, Group counseling as needed. Social Skills group.
<u>December</u>	<u>June</u>
Academic: MDE/IEP meetings, SAP meetings, individual testing, Grade level team meetings, Keystone Algebra. Send and request records for withdrawals and registrations. Update 504 plans	Academic: MDE/IEP meetings, SAP meetings, individual testing, scheduling. Send and request records for withdrawals and registrations. Update 504 plans. SAP state report. Failures and summer school.
Career: Complete BCTC Early Admissions Process	Career:
Personal/Social: individual counseling, group counseling as needed. Social Skills group.	Personal/Social: Individual counseling, group counseling as needed.

Ongoing Monthly Middle School Counseling Activities

- Attend weekly faculty meetings
- Attend grade level team meetings
- Attend parent conferences, ER/IEP/GIEP meetings
- Complete MDE tasks- ability and achievement screenings, record reviews, behavior observations, attend meeting
- Attend Weekly Student Assistance team meetings
- Coordinate Student Assistance Program
- Schedule Mental Health/Drug and Alcohol Assessments
- Coordinate information/referrals with outside agencies
- Classroom guidance lessons
- Small groups
- Individual counseling
- Crisis counseling
- Consultative services with parents, teachers, and administration
- Develop Chapter 339 Guidance Plan
- Register and schedule new students throughout the year
- Make student schedule changes as needed
- Coordinate and do test setup for PSSA, CDT, and Keystone testing
- Serve as Chapter 15 Service Agreement case manager

- Serve as LEA as needed in IEP/GIEP meetings
- Academic counseling
- Arrange parent/teacher team meetings
- Distribute, compile and send behavioral checklists per parent or doctor requests
- Referral to community agencies as appropriate
- Respond to daily parent phone calls and emails
- Lunch Duty
- Hall Duty
- Bus Duty
- Conduct mediation between students as needed

Brandywine Heights High School Grades 9-12 Monthly Counseling Calendar

<u>July</u>	<u>January</u>
New student scheduling/building tours, ESchool Plus rollover, Resolving student schedules	Senior conferences with students who have not yet identified future plans, Identify and meet with seniors at risk of not graduating, Administer Winter Keystone Exams, scheduling night, Course selection, 2 nd quarter report cards, Send out mid-year reports to colleges
Career: Career Cruising rollover/updates, scheduling	Career:
Personal/Social:	Personal/Social: Individual Counseling/Group Counseling
<u>August</u>	<u>February</u>
Academic: Freshman orientation, schedule changes, USA Test Prep	Academic: MDE/IEP meetings, SAP meetings, Junior conferences, student scheduling/course requests
Career: Career Cruising rollover/updates	Career: Junior conferences (college/career/military planning)
Personal/Social: Parent/student meetings	Personal/Social: Individual counseling, group counseling
<u>September</u>	<u>March</u>
Academic: Scheduling, Senior class presentations, senior meetings for college/career planning, Presentation of PSAT to 10 th and 11 th grade students, Enroll students in Keystone remediation courses, BCTC presentation to 9 th grade students, Dual enrollment presentations, college applications & letters of recommendation	Academic: Building the Master Schedule, attend junior college fair, AP Exam Registration, AP Exam Ordering

Career: BBEC 9 th grade Business field trip, Dual Enrollment Applications	Career: 10 th grade completes career cruising portfolio/career education credit.
Personal/Social: Open House, Individual counseling, Group Counseling	Personal/Social: Individual counseling, Group counseling
<u>October</u>	<u>April</u>
Academic: MDE/IEP meetings, SAP meetings, 9 th grade conferences, 1 st quarter grade check, Red Ribbon Week, Financial Aid Night, college applications & letters of recommendation, HOBY Selection process	Academic: MDE/IEP meetings, SAP meetings, meet with seniors in danger of not graduating, senior failure notices developed, grading for 3 rd marking period, AP Exam Pre-administration session
Career: College/military visits, BCTC field trip, Career Cruising, PSAT administration,	Career: BBEC 9 th Grade college visitation day, Career Education with 10 th grade students
Personal/Social: Individual counseling, group counseling	Personal/Social: Individual counseling, group counseling
<u>November</u>	<u>May</u>
Academic: MDE/IEP meetings, SAP meetings, Freshman conferences CDT assessments, BCTC applications, college applications & letters of recommendation	Academic: MDE/IEP meetings, SAP meetings, Spring Keystone Testing, AP Testing, 8 th grade tours, Scholarship selection, senior academic awards program, RACC Placement testing, ACT Testing
Career: Submission of BCTC Applications	Career: career awareness, conflict resolution, resume building
Personal/Social: Individual counseling, Group counseling	Personal/Social: Individual counseling, Group counseling,
<u>December</u>	<u>June</u>
Academic: MDE/IEP meetings, SAP meetings, Register selected 10 th grade student for HOBY Leadership Conference	Academic: Graduation, scheduling, submit final transcripts to colleges, 4 th quarter report cards, final GPA & class rank

	calculations, notify students and parents of course failures, summer school registration, ACT Testing
Career:	Career: Submission of final transcripts to colleges/employers
Personal/Social :Individual Counseling/Group Counseling	Personal/Social:

Ongoing Monthly

- Facilitate SAP groups
- Attend weekly SAP meetings
- Schedule SAP Mental Health/D&A Assessments
- Attend monthly faculty meetings
- MDE Referrals
- Crisis Response
- Serve as LEA in IEP Meetings
- Revise Chapter 15 / 504 Plans
- Attend/follow-up with disciplinary hearings
- ESchool plus system coordination
- Develop and revise Chapter 339 Guidance Plan
- Coordinate & facilitate parent/teacher/student meetings
- Identify students for Rotary Club student recognition dinners
- Fire and other emergency drill sweep
- Attend Chamber of Commerce student recognition breakfast
- Schedule changes as needed
- Refer students for Career Internships
- Coordinating job shadowing
- Announce/post scholarships
- Announce/post leadership seminars
- Register and schedule new students throughout the school year
- Coordinate and do test set up for CDT and Keystone Exam testing
- Conduct mediation between students as needed

BHASD Guidance Program Delivery

Elementary School Program Delivery

Activity	Category of Service			Delivery Method				
	Academic	Personal/Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	System Support Not Related
Individual Counseling	X	X	X	X				
Student Groups		X			X			
Teach Guidance Classes	X	X	X			X		
Grade level team meetings	X	X					X	
Consultation with parents, teachers, and administration	X	X					X	
Chapter 15 Agreements	X							
Update Guidance Website	X		X				X	
Review Student Records	X						X	
Complete MDE Tasks, Records Review, and Observations	X						X	
Attend MDE Meetings	X						X	
Attend ER/IEP Meetings	X						X	
New Student Registration/Orientation	X						X	
Behavioral Checklist Per Parent/Doctor Request	X						X	
Parent Meetings	X	X					X	
PSSA Coordination and Planning	X						X	
Kindergarten Registration	X						X	
Coordination Otis-Lennon Assessment	X						X	
PSSA - Clerical and Make Up	X			X			X	
Crisis Response/Counseling	X	X		X			X	
Assist with Student/Agency Communication	X	X		X			X	
Work on Chapter 339 Goals			X			X		
Develop Truancy Elimination Plans		X					X	
Coordinate Holiday Food Stand		X						X
Attend PTC Meetings		X						X
Email	X	X		X			X	
Coordinate Food Drive		X		X			X	
Child Abuse Training		X		X			X	
Bus Duty		X		X				X
Mandatory Training, HIPA, FERPA, Etc...		X		X			X	
Respect Assembly JP Mascaro & Sons		X		X				X
Fire Safety Assembly		X	X	X			X	
Open House/Meet the Teacher Night	X			X			X	

Intermediate School Program Delivery

Category of Service				Delivery Method				
Activity	Academic	Personal/Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	System Support Not Related
Individual Counseling	X	X	X	X				
Student Groups		X			X			
Teach Guidance Classes	X	X	X			X		
Grade level team meetings	X	X					X	
Consultation	X	X					X	
Chapter 15 Agreements	X						X	
Review Student Records	X						X	
MDE tasks, records review	X						X	
Student Observations	X	X					X	
Attend MDE meetings	X						X	
Attend ER/IEP meetings	X						X	
New Student Orientation	X						X	
Scheduling	X						X	
Behavioral Checklists	X	X					X	
Parent meetings	X	X					X	
Open House	X						X	
PSSA coordination/planning	X						X	
PSSA clerical/make up	X							X
crisis response/counseling		X		X				
meet with at risk students		X		X				
meet with at risk families		X		X				
SWPBS program		X				X		
work on Chapter 339 goals			X			X		
work on ASCA goals			X			X		
student mediation		X					X	
outside agency referrals		X					X	
bullying prevention activities		X					X	
Lunch/bus duty		X						X
prepare class lists	X						X	
attend team meetings	X	X						
mandatory trainings		X		X			X	
email	X	X		X			X	

Middle School Program Delivery

Activity	Category of Service			Delivery Method				System Support Not Counselor Related
	Academic	Personal/Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	
Chapter 15 Agreements	X						X	
Summer professional Development Activities		X					X	
Individual Counseling	X	X	X	X				
Small Group Counseling		X			X			
Student Record Maintenance	X							X
Grade Level Team Meetings	X	X					X	
Schedule Additions/Changes	X						X	
MDE Tasks	X			X				
Coordinate with outside counseling		X					X	
Parent Consultation	X	X	X				X	
CDT Coordination, Planning, and Preparation	X						X	
Keystone Coordination and Planning	X						X	
Course selection High School	X						X	
Course selection Middle School	X						X	
New student tasks	X	X		X				
BCTC Tour	X		X			X		
HS Orientation	X	X					X	
Attend IEP Meetings	X						X	
Attend GIEP Meetings	X						X	
Attend Initial ER Meetings	X						X	
Attend SAP Team Meetings		X			X			
Complete SAP End of year Report		X					X	
Coordinate SAP Team		X			X			
Lunch Duty								X
Bus Duty		X						X
Guidance Classes		X	X			X		
Class Coverage								X
Schedule MH/D&A Assessments		X			X			
Hall Duty								X
BCTC Early Admissions	X		X	X				
Leadership meetings	X						X	
E-mail	X	X	X	X			X	
Mandatory Trainings		X		X			X	
Open House	X					X	X	

High School Program Delivery

Activity	Category of Service			Delivery Method				
	Academic	Personal/Social	Career	Individual	Intervention	Curriculum	System Support Counselor Related	System Support Not Related
Chapater 15 Agreements	X				X		X	
Review Student Records	X			X			X	
Complete MDE Tasks, Records R	X				X		X	
Attend MDE Meetings	X				X		X	
Attend ER/Meetings	X			X			X	
New Student Registration/Orie	X			X			X	
Work with building admin on sc	X					X	X	
Review teacher recommendati	X					X	X	
Create & Develop special educa	X					X	X	
Identify summer school candid	X			X			X	
Enter data on Collegeboard Das	X			X			X	
College Applications/recommen	X			X			X	
National Merit Semi-Finalist ap	X			X			X	
Review NCAA Clearinghouse Ad	X			X			X	
Senior failure notices develop	X				X		X	
Eighth grade tours/orientation	X					X		
Attendance quarterly meetings	X				X		X	
Parent meetings	X			X				
Resolve scheduling conflicts an	X					X	X	
Identify and meet with seniors	X			X				
Open House	X					X	X	
Review program of studies boo	X					X	X	
Course selection grade-level pr	X					X		
Classroom presentations	X					X		
Consultation with parents, teac	X	X		X			X	
Keystone Exam Coordination &	X					X	X	
Coordinatate BCTC visitation & a	X		X			X	X	
Create high school profile for cc	X					X	X	
PSAT presentation/registration	X					X	X	
Return PSAT results and respon	X					X	X	
Schedule & coordinate college rep visits			X	X				
Prepare mid-year grade reports	X			X			X	
Senior acadmic award program	X			X			X	
Individual Counseling	X	X	X	X				
Student Assistance Groups	X	X	X		X			
Crisis Response/Counseling	X			X				
Coordinate information/referrals with outside age	X				X		X	
Participate in disciplinary hearings		X		X				
Meet with at-risk students and	X	X			X			
Senior conferences with studen	X		X	X				
Work on Chapter 339 goals			X			X		
Work on ASCA National goals			X			X		
BASCA Meetings & Workshops		X				X	X	
Fire Drills		X			X			X
College Night Workshop			X	X			X	
Meet with College Reps			X			X	X	

Organizing Career Resources

Resource Types	List Resources
Intermediary Organizations	<ul style="list-style-type: none"> ● Berks Technical Institute ● Big Brothers Big Sisters ● Reading Area Community College ● Berks Career and Technology Center ● Berks County Counselors Association ● Berks County Flight Team ● Alvernia College ● Albright College ● Pennsylvania School Counselor Association ● Brandywine Heights Community Task Force
Community State/Agencies	<ul style="list-style-type: none"> ● Office of Vocational Rehabilitation Services of Reading ● American Red Cross ● Boy Scouts ● Career Link ● Berks County Children and Youth ● Berks County Service Access and Management ● Berks County YMCA ● Military Representatives ● CONCERN family counseling services ● Pennsylvania Counseling Services-Reading Psychiatric ● ViaQuest Behavioral Health of Pennsylvania ● Youth Advocate Program ● Salvation Army ● United Way of Berks County ● Council on Chemical Abuse ● CARON Foundation
Umbrella Organizations	<ul style="list-style-type: none"> ● Berks County Chamber of Commerce ● IU 14
Community/Business Meetings	<ul style="list-style-type: none"> ● Northeast/Berks Chamber of Commerce ● Topton Jaycees ● Borough Council ● Kutztown Rotary Club

<p>Community Events</p>	<ul style="list-style-type: none"> ● Local and Regional College Fairs ● Local and Regional Career Fairs
<p>Internet Based Links</p>	<p><u>Career Exploration and Planning:</u></p> <p>www.pacareerstandards.com -Main PA website for career development and the Core Standards for Career Education and Work. Essential and numerous resources for youth, families, and educators!</p> <p>www.pacareerzone.com – PA Department of Education-recommended career exploration site- Free! Includes three major pieces: “Assess Yourself,” “Explore Job Families,” and “Budget Your Life.” See the “Grow” link at the top of the home page where users can create a login and record their progress each time they visit the site and review their previous work (features a resume builder, reference list builder, cover letter builder, and journaling functions, among others).</p> <p>www.educationplanner.org – PHEAA-sponsored site, with career exploration, college matching, postsecondary exploration – very interactive, with links to O*NET and numerous other resources, including checklists for what to look for in a postsecondary institution and what to do during postsecondary visits.</p> <p>www.onetonline.org - Links to My Next Move, and My Next Move for Veterans. Updated Bright Outlook Occupations feature is included within the O*NET site which helps users to more accurately target careers where new job opportunities should be in the future. In addition, the Browse by Industry searches within the O*NET sites are also updated to reflect more current employment patterns.</p> <p>http://www.pacareercoach.org - Designed to help participants find a good career Ø Provides the most current local data on wages, employment, job postings and associated education and training. Ø Personalizes results based on education.</p> <p>- www.mynextmove.org – O*NET-related, up-to-date, and user-friendly career</p>

exploration site.
www.myfuture.com - College and Career Information and Military.
www.careertech.org (formerly www.careerclusters.org) - Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs. CTE is preparing students of all ages to help drive America's success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance.
www.careertech.org/resources/clusters/interest-survey.html - Excellent Career Cluster survey.
www.roadtripnation.org- Video/TV series on people interview others on their career path and spark.
www.asvab.com - excellent aptitude and interest inventory for high school students.

Excellent Career Information Decision Systems- Site Licenses with a Cost

www.careergaame.com - Elementary career interest tools. (Rick Trow Productions)
www.xap.com - former college and career site from Bridges
www.careercruising.com - K-12 career development site
www.coinproducts.com - K-12 career development site.
www.naviance.com- K-12 career development site.
www.searchinstitute.org - Sparks Curriculum K-12

Workforce Information:

www.bls.gov/k12 - Bureau of Labor Statistics, Many resources and information for students and educators.
www.paworkforce.state.pa.us- Pa. workforce website (labor market data, high-priority occupations, etc.).
www.careeronestop.org -Sponsored by the US Department of Labor.
www.winwin.workforce.3one.org - Labor market Information, many resources, sponsored by the US Dept. of Labor, Employment and Training Administration.

	<p>www.bls.gov/ooh- Occupational Outlook Handbook-</p> <ul style="list-style-type: none"> Ø Number of new jobs (projected) Ø Growth rate (projected) <p>www.keystoneedge.com -</p> <p>http://money.usnews.com/careers/best-jobs/rankings -(Top 100 jobs) US News Best Jobs in 2013</p> <p>www.cwds.state.pa.us - Commonwealth Workforce Development System, PA CareerLink. Information for job seekers and employers in PA.</p> <p>http://www.quintcareers.com – Great site for job seekers of any age. Tips on numerous job search-related topics.</p> <p>Post-Secondary Information:</p> <p>www.educationplanner.org - Free website from PHEAA. Outstanding Pa. site for college and career information.</p> <p>www.collegeboard.com - College and Career and Testing Information Site. Nationally recognized.</p> <p>www.gettingthemthere.org.- Developed by Pa. Bureau of Career and Technical Education for Post-Secondary.</p> <p>www.mymajors.com (college major website)</p> <p>www.myplan.com (college board site). Excellent major finder.</p> <p>www.whatcanidowithismajor.com - Connects majors to careers.</p> <p>College Costs and Financial Aid/Planning</p> <p>www.pheaa.org – PHEAA’s home page</p> <p>www.fafsa.gov. – Free Application for Federal Student Aid.</p> <p>www.finaid.org – The SmartStudent™ Guide to Financial Aid.</p> <p>www.fastweb.com – Includes free scholarship search.</p> <p>www.youcandealwithit.com – How to pay back that student loan; budgeting and saving tips.</p> <p>www.federalstudentaid.ed.gov – General financial aid info.</p> <p>www.direct.ed.gov – Home page of the U.S. Department of Education's Direct Loan Program</p>
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	<p><u>Other Resources:</u> www.pasca-web.org – PA. School Counselors site, with PA Companion Guide and Tools. www.princetonreview.org - Information on College Majors and Careers. www.huffingtonpost.org- Information on College Majors and Careers. www.cew.georgetown.edu - Studies link between, career, education and the workforce.</p>
<p>Media/Advertising</p>	<ul style="list-style-type: none"> ● WFMZ ● The Reading Eagle ● The Patriot ● www.bhasd.org ● Twitter: ES: @SKELLY_BHASD IS/MS: @RFARINA_BHASD @MDZIUNYCZ_BHASD HS: @BHHSPRINCIPAL ● Service Electric Cable TV ● BHASD Facebook pages
<p>Publications/Documents</p>	<ul style="list-style-type: none"> ● Holland Code ● SPARKS ● PA Career Guide ● PHEAA Financial Aid Materials ● Berks County Chamber of Commerce Directory

Individualized Academic/Career Plan

A career education course is required of all students starting with the class of 2017. Students will complete this course online through the use of Career Cruising and will be completed in 10th grade. The process will begin with Kindergarten using CCSparks. The development of the Career portfolio will begin in 8th grade.

Through the process of self-exploration and career planning, students will learn how to match personal needs and expectations with satisfying career options. Students will learn self-assessment skills, research major and career alternatives, and make decisions based upon sound factual information, utilizing a variety of resources. Students will complete an online course and a digital portfolio during this self-reflection of interests using tools designed in Career Cruising. Completion of this course will be determined when career paper is completed.

This course is offered pass/fail for .1 credit as a requirement for graduation.

An example of the career plan of Career Cruising is presented below:

Career Matchmaker Results (Top 10 careers) : Matchmaker 9

Career Suggestions

Interest Rank

1. [Ecologist](#)
2. [Veterinarian](#)
3. [Agronomist](#)
4. [Environmental Consultant](#)
5. [Electrician](#)
6. [Electronics Assembler](#)
7. [Arborist](#)
8. [Hydrologist / Hydrogeologist](#)
9. [Environmental Engineer](#)
10. [Microbiologist](#)

Career Matchmaker Pathway Recommendations

1. Health/Science/Human Services
2. Engineering/Industrial

Selected Level of Education

- » High School
- » Community College (including technical, vocational and apprenticeship training)
- » University

Careers that Interest Me

Career	Comment
Criminologist	
Forensic Scientist	
Marine Biologist	
Veterinarian	

Post-Secondary Goals

Career Goals - Career Cluster Interests
1st Choice: Health/Science/Human Services
2nd Choice: Arts and Humanities
Career Goals - Careers that Interest Me
1st Choice: Forensic Scientist
2nd Choice: Veterinarian
3rd Choice: Criminologist
Educational Goals - Level of Education
Associate Degree (2 years after high school)
Bachelor's Degree (3-4 years after high school)
Master's Degree (5-6 years after high school)
Educational Goals - Schools that Interest Me
1st Choice: University of Pittsburgh
2nd Choice: Pennsylvania State University
3rd Choice: Temple University

Extracurricular Activities

Aug. 2016 - Present	<p>Students Against Destructive Decisions (SADD)</p> <p>I joined SADD in my sophomore year of high school. In the club we inform teens of the dangers of drugs, smoking, and alcohol and other destructive decisions that can lead to something bad happening.</p>
Aug. 2015 - Present	<p>Future Business Leaders of America (FBLA)</p> <p>In my freshman year of high school i joined the Future Business Leaders of America. I placed in the regional competition and got to take part in the state competition.</p>
Aug. 2010 - Present	<p>Choir/Chorus</p> <p>I have been in choir since around fourth grade. I joined the select chorus in eighth grade and have been in women's ensemble and chamber singers in the high school singing as a tenor and alto.</p>

Skills and Abilities

Skill	Comment
Detail-oriented	I am very focused on trying my best and try to make things as good as they could possibly be. I am very focused on the task at hand and will make sure that its meets all standards.
People person	I am a people person and love to be able to talk to new people and work with others.
Spanish	I have taken two years of Spanish in high school.

Career & Technical Center Strategy

Elementary/Intermediate School

Student Awareness:

Grade	Intervention/Program/Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
5	BCTC Virtual Tour Grade 5	BCTC	Pre-Post Survey	Spring 2018	Heather Kulp

Parent Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
E-communications, website links	On-going	Counseling Department	Increased student participation in BCTC	Team
BCTC Open House	October	BCTC	Increased student participation in BCTC	Team

Educator Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Tour BCTC	Spring 2018	Counselor Administration	Pre-Post Survey	Team
E-communication	On-going	Counselor	Pre-Post Survey	Doug Felegy Heather Kulp

Middle School

Student Awareness:

Grade	Intervention/Program /Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
8	BCTC Tour	BCTC	Student Participation	May	Larry Schumacher
6-8	Career Stories	Faculty	Teacher Participation	October	Larry Schumacher

Parent Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
BCTC Open House	October	BCTC	Parent Attendance	Larry Schumacher
Career Cruising Letter	January	Counselor		Larry Schumacher

Educator Awareness:

Intervention/Program/Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
Career Videos	October	Counselor	Staff feedback	Larry Schumacher
Electronic communication	On-going	Counselor	Staff feedback	Larry Schumacher

High School

Student Awareness:

Grade	Intervention/Program /Events	Stakeholder Delivering	Data Used Success Indicator	Begin & End	Contact Person
9	BCTC Presentations	BCTC Counselors	# of students attending	October	Kelly Pearsall
9	BCTC Tour	BHHS & BCTC Counselors	Student feedback & # of students submitting applications	October	Kelly Pearsall
11	BCTC Pre-Medical Health Professions	BHHS Counselors & Faculty	Student/ Parent Feedback	October-November	David Favata Kelly Pearsall
9-12	Program of Studies	BHHS Counselors	Student/ Parent Feedback	January-March	David Favata Kelly Pearsall

Parent Awareness:

Intervention/Program/ Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
BHHS Open House	September	BHHS Admin	# of parents attending	Stacey Carpenito Josh Ziatyk
BCTC East & West Campus Open House	October	BCTC Admin	# of parents attending	Christian Hansen Ronald Wilson
Scheduling Presentation Night	January	BHHS Counselors	# of parents attending	David Favata Kelly Pearsall

Educator Awareness:

Intervention/Program Events	Date	Stakeholder Delivering	Data Used Success Indicator	Contact Person
BCTC Presentation	October	BCTC Counselors	# of teachers in attendance	Stacey Campbell
Counselor Workshop	November/ April	BCTC Counselors	# of counselors in attendance	Melissa Yoder
Scheduling Presentation Night	January	BHHS Counselors	# of teachers in attendance	David Favata Kelly Pearsall
Community Showcase (Advisory Council)	April	BHVA Director	# of staff in attendance	Carolyn Hanych

TEACHER JOB DESCRIPTION

(There is no existing School Counselor description)

TITLE: TEACHER

QUALIFICATIONS: As established by state certification

REPORTS TO: Principal and /or Supervisor

SUPERVISES: None

JOB GOAL: To facilitate student learning for academic and life-skills and develop the attitudes that will contribute to the fulfillment of their potential as mature, able and responsible citizens

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with other staff members in the educational process and assists with the smooth operation of the building.
2. Displays an interest in and participates in the total school program.
3. Exhibits dependability, punctuality, and attentive participation in assigned duties, attendance at meetings, and in the use and care of equipment and facilities.
4. Displays positive personal traits, such as neatness, integrity, character, good citizenship, respect for others, honesty, and responsibility as an appropriate model for students.
5. Abides by the Pennsylvania School Code and the terms of the Collective Bargaining Agreement.
6. Upholds and enforces school rules, administrative regulations, Board policy and maintains confidentiality.
7. Dresses in a professional manner appropriate for the position as to serve as a role model for the students.

8. Maintains open lines of communication with administrators, parents, students, staff members, and the general public.
9. Participates in curriculum review and redesign (Instructional Design Cycle) as required by department, subject area, or grade level.
10. Maintains an ongoing staff development program to enhance professional competence.
11. Integrates Chapter 4 Regulations into the instructional program.
12. Incorporates the philosophy, objectives and expectations of the Teacher Performance Evaluation in the attainment of professional goals.
13. Uses an Instructional Model as the basic structural framework for the development of instructional programs and works toward the achievement of the standards.
14. Promptly develops, maintains and accurately completes all required written records and reports within established timelines.
15. Utilizes a variety of instructional strategies to attain lesson objectives and provides students opportunities which extend beyond the classroom.
16. Diagnoses and evaluates student abilities and progress to develop effective instructional strategies to help students meet instructional objectives and provides timely feedback to students concerning their progress.
17. Recognizes and uses appropriate technical enhancements relevant to the curriculum taught.
18. Establishes an educational environment which emphasizes a mutual respect of understanding within the classroom.
19. Promotes and utilizes a proactive approach in dealing with conflict.
20. Makes appropriate accommodations in following a student's IEP, Service Plan, action plan or other administratively approved adaptations.
21. Demonstrates understanding and concern for each student in meeting his or her educational needs.

POSITION SPECIFICATIONS:

Brandywine Heights Area School District

Physical Demands	Often sitting at desk for extended periods. Frequently standing for periods of time. Walking throughout building at various times. Moderate lifting/carrying to 50 pounds. Manual dexterity to use certain office equipment.
Sensory Abilities	Visual acuity to read correspondence, computer screens. Auditory acuity to be able to use telephone. Ability to speak clearly and distinctly.
Work Environment	Classroom setting
Temperament	Ability to work as a manager and member of a team. Must be courteous and able to effectively manage people. Must be cooperative, congenial and service-oriented, and promote these qualities in the department. Ability to work in an environment with frequent interruptions.
Cognitive Ability	Ability to complete assigned tasks with minimal supervision. Ability to read, write and do complex computations. Ability to use correct grammar, sentence structure and spelling. Ability to compose clear, concise sentences and paragraphs. Ability to organize classroom setting to efficiently accomplish tasks. Ability to work independently and make work-related decisions. Ability to exercise good judgment in prioritizing tasks. Ability to follow written and verbal instructions. Ability to exercise common sense and good judgment in prioritizing tasks, and dealing with students and parents.
Comments	Position holder must have a friendly, helpful, caring personality. Position holder has relatively restricted access to information for the LEA and knowledge of operational activities.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Ten (10) months 188 days

Salary, work schedule and other conditions of employment in accordance with current LEA salary schedule and applicable policies.

EVALUATION:

Performance will be evaluated annually per PDE requirements the Principal and/or Administrator.

ADOPTIONS:

Approved by Superintendent: _____ Date: 7/1/2015

LEA is an equal Opportunity Employment, Educational/Service Organization.