

Titusville Area School District
K-12 Comprehensive School Counseling Plan
Chapter 339 Plan



Updated: September 2020
Board Approved: September 21, 2020

1. School Counselors/Social Worker and Assignments

- Tara Nichols, Hydetown Elem and ECLC, Grades K4-5, 1:353
- Jeff Ledebur, Pleasantville and Main St Elementary, Grades 1-5, 1:225
- Gretchen Howard, Hydetown, Pleasantville, Main St Elem, Grades 1-5, 1:339
- Stephanie Knapp, Titusville Middle School, Grades 6-7, 1:230
- Brooke Martin, Titusville Middle School, Grade 7-8, 1:230
- Bridget O'Neill, Titusville High School, Grades 9-12, 1:267
- Tammy McHenry, Titusville High School, Grades 9-12, 1:260

2. Role of School Counselor & Mission Statement

In collaboration with students, parents/guardians, post-secondary leaders, and our community, the Titusville Area School District K-12 Comprehensive School Counseling Program will address the equitable access to academic, career and personal/social development for all students. This mission is an extension of the Titusville Area School District mission.

The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners.

The role of the school counselor is one of leader, advocate, collaborator and agent of change at each school level within the district.

As a Leader:

- Facilitator of the Student Assistance Program
- Member of School-Wide Positive Behavior Support Teams

As an Advocate:

- Liaison for students with parents, teachers, and outside agencies
- Promoter of equitable access to educational services for all students

As a Collaborator:

- Member of grade level teams, building and district-wide teams
- Member of community agency governing boards

As an Agent of Change:

- Member of American School Counseling Association
- Provide background for administrative data gathering

3. Job Description/Duties by Non-Teaching Professional Educator Domains

Domain 1: Planning and Process

- Advisement and appraisal for academic planning
- Interpreting cognitive, aptitude and achievement test data
- Collaborating with teachers on social-emotional and career-ready curriculum based on developmental need and needs identified through data
- Interpreting student records
- Analyzing grade point averages in relation to achievement

Domain 2: Environment

- Consulting with teachers about building student relationships
- Consulting with teachers on classroom management strategies
- Consulting with teachers regarding the effect of non-cognitive factors on student success
- Advocating for students

Domain 3: Delivery System

- Orientation, coordination and academic advising for new students
- Provide individual and group academic and social-emotional counseling to students

Domain 4: Professional Development

- Analyzing disaggregated schoolwide and school counseling program data
- Setting goals for the comprehensive school counseling program
- Collaborating with school principal to identify and resolve schoolwide student issues, needs, and problems

4. Program Goals

Career

- All 3-5th grade students will experience career readiness activities.
- All 6- 8th grade students will start a career plan and have a career portfolio.
- All 9-11th grade students will review their career plan and portfolio annually with parent involvement.

Academic

- All 6th grade students will take the Learning Style Inventory.
- Implement the Career Education and Work standards that are academically focused.
- Reduce the number of retentions at each grade level.

Personal/Social

- Present soft skill and conflict resolution classroom lessons as defined by charts within plan.
- Implement the Career Education and Work standards that are personal/social focused.
- Increase social skill abilities of students in grades 6-8.

5. Stakeholders

Students:

Students will be provided a comprehensive, grade specific and developmentally appropriate school counseling program addressing academics, and career and personal/social skills. Through active involvement in this program students will be able to make educated decisions regarding their future.

Students will provide constructive feedback as to the relevance of the program to their needs. This will be ascertained through data collection via written and verbal means.

Parents:

The Titusville Area School District's comprehensive school counseling plan will provide all students with exposure to sequential activities that promote career education and development. This program will benefit parents, guardians, and families by ensuring that career development and planning is available for all students. Parents will have opportunities throughout their child's educational career to obtain information on career and technical programming, post-secondary schooling, workforce trends, and financial aid resources. School counselors will be advocates for students' career development, assisting with all levels of transition between schools, and school to post-secondary choices.

Parents and families can contribute to the delivery of the programming by modeling to students how to be productive members of society and how to contribute to their community through the world of work. They can participate in career fairs, career days, and informational events.

Educators:

Through the implementation of the Titusville Area School District Career Counseling Program, students and staff will have a better idea of the students' strengths, weaknesses, and interests. Teachers can use this information to help make their individual curriculum more meaningful to individual students. By making their class more

pertinent to each child, they should also create a more motivated student. This should be a benefit to the teacher's classroom.

Educators will help implement the career curriculum by collaboratively working with the school counselors. Teachers will incorporate career information and activities within their own classroom and also allow counselor access to students so that they may present specific career lessons. Educators will also be asked to provide feedback on how to improve the career guidance program.

Business/Community:

Titusville Area School District's Chapter 339 Plan will facilitate a collaborative relationship with Titusville's businesses and local community. The school district will utilize the expertise of our businesses to design our program in order to help prepare our students for the local workplace. Business and community leaders can help with the delivery of our program in several ways. They can help identify skills that can better prepare our students to enter the workforce. They can assist with career awareness events at all levels of education, whether providing speakers or tours/presentations of their facility. We will look to our community and business leaders to identify important career awareness topics and skills that will shape our programs for students.

The business and general community will benefit from the Chapter 339 Plan in several ways. By focusing on career education consistently through the years, students will become more knowledgeable about different types of careers at an earlier age. They will know more about what skills, interests and education are needed for different occupations in the local community. Students from Titusville Area School District will be more knowledgeable about local job opportunities and requirements of these jobs. With this increased knowledge, graduates will be more prepared to enter the workforce with the skills necessary to contribute successfully to the local economy.

Post-Secondary:

The postsecondary schools benefit from having students that come to them with the skills necessary to be successful at their level. Hopefully, the student is more knowledgeable about their own career goals so they are more likely to complete the training program with a degree/certificate. The student should also realize the requirements of the career and should be appropriately placed. Both of which means they do not change schools or programs as frequently. Finally a student should have more realistic expectations for the occupation and possess the skills necessary to attain a job so they can find and stay in a job for a long period of time which helps the postsecondary school's placement rate. Once a student attains employment, they should be able to pay back any loans they used to fund their education.

We benefit from the postsecondary school because of the skills and training they provide our students so the students can enter a self-sustaining career. The postsecondary options information about programs, career opportunities, and placement is helpful information to share with our students to help them in their job search. This can provided to students during Career Day, representatives that visit, at college fairs, and through classroom presentations. Through their contacts with the representatives our students learn about a wider range of opportunities which they may not encounter or be familiar with in our small community. It is nice for them to hear what is necessary on the job from a source other than school district employees as it lends more credibility to what we already tell them.

6. Advisory Council

A K-12 School Counseling Program Advisory Council has been established. The purpose of the council is to review and revise the school counseling plan, as well as advise school counselors regarding program enhancements and community supports. The following stakeholders are members of the council which meets twice annually, fall and spring.

TASD Parents: Amy Ruot, Kristen Reynolds, Gretchen Howard

Middle School Educator: Vacancy

High School Educator: Shonna Jungbluth

High School Paraprofessional: Roxanne Minium, Educational Aide

Superintendent: Stephanie Keebler

Administration: Amy T. Herman, Director of Student Services

Administration: Philip Knapp, High School Principal

Administration: Jessica Stover, Middle School Principal

Business/Community: Amy Ruot, Farmer's National Bank

School Counselor: Tara Nichols, Elementary Counselor

School Counselor: Jeff Ledebur, Elementary Counselor

School Counselor: Stephanie Knapp, Middle School Counselor

School Counselor: Brooke Martin, Middle School Counselor

School Counselor: Bridget O'Neill, High School Counselor

School Counselor: Tammy McHenry, High School Counselor

7. Program Calendars

Elementary School Counseling Program Calendar

MONTH	K5	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
SEPTEMBER		Meet & Greet	Meet & Greet	Meet & Greet	Meet & Greet	Meet & Greet
		All About Me	All About Me	All About Me	All About Me	All About Me
OCTOBER	Meet the Counselor	Identifying Feelings	Too Good for Drugs	Identifying Feelings	Personality Profile	Personality Profile
		Anger Management		Anger Management	Career Cruising	Career Cruising
NOVEMBER	Tattling vs. Telling	Problem Solving	Too Good for Drugs	Problem Solving	Career Cruising	Career Cruising
		Conflict Resolution		Conflict Resolution		
DECEMBER		Being Kind	Too Good for Drugs	Being Kind	Career Cruising	Career Cruising
					Snowmen at Work	Snowmen at Work
JANUARY	How to Be a Good Friend	Being Respectful	Too Good for Drugs	Being Respectful	Career Plan	Career Plan
		Being a Good Friend		Being a Good Friend		
FEBRUARY	My Feelings	Stress Management	Career Awareness	Stress Management	Identifying Feelings	Identifying Feelings
		Career Awareness	Junior Achievement	Career Clusters	Anger Management	Anger Management
MARCH	I Like Me!	Interest Inventory	Junior Achievement	Personality Profile	Conflict Resolution	Conflict Resolution
		Career Exploration		Career Exploration	Stress Management	Stress Management
APRIL	Community Helpers	Career Exploration	Junior Achievement	Career Exploration	Bullying	Bullying
					Cyber Safety	Cyber Safety
MAY		Career Exploration	Career Exploration	Career Plan	Being Kind	Middle School Transition

Middle School Counseling Program Calendar

MONTH	GRADE 6	GRADE 7	GRADE 8
SEPTEMBER	Meet & Greet Study Skills	Meet & Greet Study Skills	Meet & Greet Bullying/Cyberbullying
OCTOBER	Bullying	Organization	Choices Plan/Portfolio Crawford Career Fair
NOVEMBER	Bullying/Teasing	Conflict Resolution	Post-Secondary Field Trip
DECEMBER	Conflict Resolution	Bullying	Bystander Training
JANUARY	Career Exploration		Goal Setting Scheduling
FEBRUARY	Career Exploration	Goal Setting	Scheduling
MARCH	Stress Reduction		Conflict Resolution Career Plan/Portfolio
APRIL	Scheduling	Scheduling	Career Day
MAY	Transition Career Exploration	Choices Career Scheduling Transition	Transition

High School Counseling Program Calendar

MONTH	GRADE 9	GRADE 10	GRADE 11	GRADE 12
SEPTEMBER	Meet & Greet Career Plan/Portfolio Transition		PSAT	Senior Interviews Life After High School
OCTOBER	Vo-Tech Tours	Listening Skills	Post-Secondary Options ASVAB	Post-Secondary Options
NOVEMBER	Goal Setting		ASVAB Results Financial Aid Night	Pitt College Fair Financial Aid Night Post-Secondary Options
DECEMBER	Career Planning	Communication Skills	Choices	Mock Interviews
JANUARY	Vo-Tech Presentation	Career Plan/Portfolio		Academic Individual Counseling
FEBRUARY	Scheduling	Scheduling	Junior Interviews Scheduling	Academic Individual Counseling
MARCH	Stress			
APRIL				Transition
MAY	Career/Decisions Day	Career/Decisions Day	Career/Decisions Day	Senior Survey Career/Decisions Day

8. Program Delivery

Elementary School Delivery System

SCHOOL COUNSELING CURRICULUM	PREVENTION, INTERVENTION, & RESPONSIVE SVC	INDIVIDUAL PLANNING	SYSTEM SUPPORT
Purpose: Student awareness, skill development & 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			Counselor Related
Goal Setting Test Taking Strategies Middle School Transition Back to School Night	ESAP/Student Needs Study Stars Group Individual Counseling	Individual Counseling	Faculty Survey Student Survey Parent Communication Parent Meetings Homebound Support Teacher Collaboration Agency Collaboration Child Study Meetings
Career			Non-Counselor Related
Community Helpers Career Awareness Career Exploration	Individual Counseling	Individual Counseling	Documentation Budget
Personal/Social			
Meet & Greet School Rules Self Esteem Teasing Bullying Friendship Feelings Tattling/Telling Conflict Resolution Feelings Identification Anger Management Stress Management Decision Making Safety Summer Activities	ESAP/Student Needs Referral for Assessment Behavior Plan Collaboration Crisis Counseling Individual Counseling CAT Group SMILES Group Best Behavior Group Super Self Group STEPS Group Girl Power Group In Control Group COPE Group	Individual Counseling	
Percentage of Time			
50%	25%	15%	10%

Middle School Delivery System

GUIDANCE CURRICULUM	PREVENTION, INTERVENTION, & RESPONSIVE SVC	INDIVIDUAL PLANNING	SYSTEM SUPPORT
Purpose: Student awareness, skill development & 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			Counselor Related
Study Skills Organization Goal Setting Career Project Transition	Student Assistance Team Individual Counseling	Scheduling Individual Counseling College Application Assistance	Academic Team Meetings Mission Control Meetings Parent Meetings Parent Communication Homebound Support Teacher Collaboration Agency Collaboration Child Study
Career			Non-Counselor Related
Career Plan/Portfolio Career Exploration Post-Secondary Field Trip	Individual Counseling	Individual Counseling	PSSA Testing Documentation Budget
Personal/Social			
Bullying Teasing Cyberbullying Conflict Resolution Bystander Training Stress Reduction	Student Assistance Team Behavior Plan Collaboration Individual Counseling Crisis Counseling New Student Group Peer Mediations	Individual Counseling	
Percentage of Time			
40%	30%	15%	15%

High School Delivery System

GUIDANCE CURRICULUM	PREVENTION, INTERVENTION, & RESPONSIVE SVC	INDIVIDUAL PLANNING	SYSTEM SUPPORT
Purpose: Student awareness, skill development & 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			Counselor Related
Transition College & Career Readiness Post-Secondary Options Goal Setting	Student Assistance Team Individual Counseling Financial Aid Night	[NOCTI, AP, PLAN, PSAT, SAT, ACT, ASVAB Test Results Interpretation] Junior Interviews Senior Interviews Post-Secondary Options Academic Scheduling Individual Counseling	Senior Survey Academic Team Meetings Parent Communication Parent Meetings Teacher Collaboration Homebound Support Agency Collaboration Child Study
Career			Non-Counselor Related
Vo-Tech Visits/Tours Mock Interviews Career Day Career Plan/Portfolio	Individual Counseling UPT College Fair	Junior Interviews Senior Interviews Post-Secondary Options Individual Counseling	Keystone Testing [NOCTI, AP, SAT, PSAT, PLAN, ASVAB Test Administration] Documentation Budget
Personal/Social			
Meet & Greet Stress Listening Skills Conflict Resolution Interpersonal Skills Communication Skills Decisions Day	Student Assistance Team Individual Counseling Crisis Counseling Peer Mediations Behavior Plan Collaboration	Individual Counseling	
Percentage of Time			
10%	20%	50%	20%

9. Career Education Action Plans

ELEMENTARY CAREER/ACADEMIC PLAN						
	K4/K5	1	2	3	4	5
SEPTEMBER		All About Me	All About Me	All About Me	All About Me	All About Me
OCTOBER		All About Me	Too Good for Drugs	Anger Management	Career Clusters	Career Clusters
NOVEMBER		Conflict Resolution	Too Good for Drugs	Career Cruising	Career Cruising	Career Cruising
DECEMBER		Problem Solving	Too Good for Drugs	Career Cruising	Career Cruising Snowmen at Work	Career Cruising Snowmen at Work
JANUARY		Being Respectful	Too Good for Drugs	Career Cruising	Career Cruising	Career Cruising
FEBRUARY		Career Awareness	Junior Achievement	Career Cruising	Career Cruising	Career Cruising
MARCH		Interest Inventory Career Exploration	Junior Achievement	Career Cruising	Career Cruising	Career Cruising
APRIL	Community Helpers	Career Exploration	Junior Achievement	Career Cruising	Career Cruising	Career Cruising
MAY		Career Exploration	Career Exploration	Career Cruising	Career Cafe	Transition to Middle School-Career Cafe
JUNE	END OF YEAR					

TMS CAREER/ACADEMIC PLAN			
MONTH	GRADE		
	6	7	8
SEPTEMBER	CC-Learning Styles	Careers: School Subjects	CC-Matchmaker
OCTOBER	Study Skills	CC-Matchmaker	Career Fair Manufacturing Day
NOVEMBER	CC-Matchmaker	Career Clusters	Post-Secondary Tours
DECEMBER	Career Cruising	Career Clusters	Entrepreneurship
JANUARY	Assembly Line Job Lesson	Conflict Resolution in the Workplace	Conflict Resolution in the Workplace
FEBRUARY	Conflict Resolution in the Workplace	Careers: School Subjects	Goal Setting
MARCH	You're the Boss	CC-Portfolio	Scheduling
APRIL			
MAY	VTC Field Trip	VTC Activity at TMS	Career Day
JUNE	END OF YEAR		

THS CAREER EDUCATION PLAN				
MONTH	GRADES 9-12			
	9	10	11	12
SEPTEMBER	CC-Matchmaker,Portfolio, Goal Setting-Fresh Sem	CC-Matchmaker, Ability, & Career Portfolio	CC-Matchmaker, Ability, & Career Portfolio	Senior Interviews CC-Matchmaker, as needed
	Meet & Greet			
OCTOBER	VoTech Presentations	Soft Skills-Listening	ASVAB Testing	Senior Interviews CC-Matchmaker, as needed
NOVEMBER	CC-School Subjects	CC-Matchmaker (Short), Ability, & Career Portfolio	Post-Secondary Options	Career Acquisition Docs – English class
DECEMBER				Mock Interviews
JANUARY	VoTech Tours			Individual Career Planning as Needed
FEBRUARY	VoTech Shadowing		CC-Research Training Options	Individual Career Planning as Needed
MARCH	Academic/Career Planning-Scheduling	Academic/Career Planning-Scheduling	Academic/Career Planning-Scheduling	Individual Career Planning as Needed
APRIL				Life After High School
MAY	Career/Decisions Day	Career/Decisions Day	Career/Decisions Day	Career/Decisions Day
JUNE	END OF YEAR			

10. Organizing Career/Postsecondary Resources

RESOURCE TYPES	LIST RESOURCES
Organizations/Agencies	
Intermediary Organizations	Junior Achievement Crawford County Youth Committee Titusville United Way Titusville Area Chamber of Commerce
Umbrella Organizations	Titusville Redevelopment Authority Industry School Partnership – Venango Human Resource Committee - Titusville
Community/State Agencies	PA Career Link Titusville United Way PHEAA
Networking Opportunities	
Individual Contacts	Lori Baker, TRA Career Link Director Office of Vocational Rehabilitation Career Day Speakers Mock Interview Volunteers
Community/Business Meetings	Industry School Partnership – Venango Human Resource Committee – Titusville Titusville Rotary Club
Community Events	Crawford County Career Fair Titusville Education Hub College Fair Financial Aid Night FAFSA Completion Event
Media	
Internet Based Links	pacareerstandards.com onetcenter.org pacareerzone.org gettingthemthere.com pacollege-transfer.com
Media/Advertising	Titusville Herald, The Stream
Publications/Documents	PHEAA

11. Individualized Academic/Career Plan

The development of student career plans will begin in grade 5. Fifth grade students will start the process by being able to identify the basic components of a career plan. By the end of the 8th grade year, the school counselors will use an internet-based system to assist students in creating an electronic career portfolio which will house their career plan.

12. Career and Technical Center Strategy

Career and Technical Center Strategy							
Grade	Target Audience	Program/Event	Delivery By	Success Measure	Timeline	Contact	
5	Students	VoTech Field Trip	VoTech Staff			5 th Grade Counselor	
	Parents	Communication via Survey	Automated Call				
	Educators	VoTech Field Trip	VoTech Staff				
6	Students	VoTech Field Trip	VoTech Staff			6 th Grade Counselor	
	Parents	Communication via Survey	Automated Call				
	Educators	VoTech Field Trip	VoTech Staff				
7	Students	VoTech Activity	VoTech Students	Done		7 th Grade Counselors	
	Parents	Communication via Survey	Automated Call				
	Educators	VoTech Activity	VoTech Students				
8	Students	VoTech Activity	VoTech Students	Done		8 th Grade Counselor	
	Parents	Communication re: via survey	Newsletter				
	Educators	VoTech Activity	VoTech Students				
9	Students	VoTech Presentations/Tours	VoTech Staff	Done		9 th Grade Counselor	
	Parents	Scheduling Parent Meeting	Counseling Staff	Done	January		8-12 th Grade Counselor
	Educators	Vo-Tech Tours	Vo-Tech Staff				
10-12	Students	Student Scheduling Meetings	Counseling Staff	Done	March	9-12 th Grade Counselor	
	Parents	Scheduling Parent Meeting	Counseling Staff	Done	January		
	Educators	TBD					

13. Counselor: Job Description

School counselors perform the following job duties:

- individual and group career and educational counseling
- academic and social development counseling
- advocate for students
- collaboration with individuals and organizations to promote the academic, career, personal, and social development of children and youths
- help students evaluate their abilities, interests, talents, and personality characteristics in order to develop realistic academic and career goals
- use interviews, counseling sessions, interest and aptitude assessment tests, and other methods to evaluate and advise students
- design and implement career education programs
- advise students regarding college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs
- help students develop job search skills, such as resume writing and interviewing techniques