

Chapter 339 K-12 Guidance Plan Outline

School District: Dunmore

Date December 11, 2018

1. **School Counselors and Assignments:** (List the names and responsibility areas of all counselors)

- K-4: Amy Ferguson- Dunmore Elementary Center; 620:1
- 5-6: Amy Ferguson- Dunmore Elementary Center; 240:1
- 7-8: Kimberly Ahern- Dunmore Middle School; 270:1
- 9-12: Margo Aulisio- Dunmore High School; 250:1
Jeanne Massaro- Dunmore High School; 250:1

2. **School-Counseling Department Mission Statement**

- The mission of the Dunmore School District's school counseling program is to provide a safe and professional environment within the school setting for the promotion of students' educational and developmental experience. Our mission is to create a nurturing environment which fosters growth and invites students to make and achieve goals. It will foster career, academic, and personal development for all students and will promote the involvement of both the school system and community.

3. **Program Goals:** Describe your major program goals connected to the mission of the school district in all three domains:

- Academic- Academic goals for students will involve the provision of an environment that fosters educational growth and opportunity for all students. In order to achieve this, the counselors will work with faculty, parents, and students to create a learning environment which takes into account all learning styles.
- Personal/Social- Personal/social goals will include individual planning for every student. All students will be involved with this ongoing process, allowing for their personal input and feedback. The counselors will supplement individual planning with effective group/classroom presentations which address students' personal/social growth.
- Career- Career goals will begin to be addressed at the elementary level and be within the framework of self-awareness, career awareness, and

exploration. In addition, all 8th grade students will develop an academic/career plan. High school students will add to their individual plans at the end of each academic year.

4. **Stakeholders:** Attach a narrative paragraph next to each stakeholder group

- Students- The students of the Dunmore School District will receive curriculum focused on academic, career, and personal/social skills in order to make educated decisions that will foster a productive future. Students will also participate in individual planning to develop career goals related to their interests and abilities. Additionally, student representatives in grades seven, ten, and twelve will participate in the advisory committee.
- Parents- The school counseling program in the Dunmore School District recognizes the key role parents play in exploring their children's career paths. As a result, parents will be informed of ongoing career initiatives within the school setting, as well as those taking place within the community. As well, parents will provide input to the school counseling program by participating in the advisory committee.
- Educators- Teachers and administrators will help promote the career initiatives as outlined by the school counseling department. Educators will assist through classroom instruction and parent/teacher conferences. As well, educators will be asked to participate in various career programs throughout the year. Finally, educators will provide valuable input by attending advisory committee meetings.
- Business/Community- Business and community leaders play a vital role in understanding the relationship between school and real life experience. Various career representatives will participate in our Career Fair. As well, members of the business community will partner with students by providing them with various career shadowing opportunities.
- Post-Secondary – Post-secondary representatives will assist the school counseling program in preparing students for planning beyond high school. They will assist by providing presentations focused on career trends and opportunities at the post-secondary level. These representatives will meet with individuals and small groups to assist students with aligning interests with career opportunities. Post-secondary partners will be vital members of our advisory council in assisting students for post-secondary success.

5. Role of the School Counselor:

- As a Leader:
 - Develops and manages school counseling program budget
 - Supports the school as a safe and welcoming learning community
 - Serves on district level curriculum teams
 - Promotes student success by participating in efforts to close achievement gaps
 - Use data to identify and remove barriers to student learning
- As an Advocate:
 - Ensure academic, personal/social, and career development of all students
 - Ensure equitable access to educational and career exploration opportunities for all students
 - Establish and protect a school environment that supports rigor, relevance, and relationships
 - Advocating for the academic success of every student is a key role of school counselors
- As a Collaborator:
 - Maintains an open communication style to foster an effective collaborative culture and a sense of community for the school system
 - Serve actively on school leadership teams
 - Use skills in networking, problem solving, and mediation in the educational community
- As an Agent of Systemic Change:
 - Establish opportunities for collaboration to address problems
 - Gathers data to support the need for change
 - Employs data to identify and challenge policies and practices which may hinder student achievement

6. **Advisory Council**-The advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council will assist school counselors by advising on program goals, reviewing program results, making recommendations about the school counseling program, advocating and engaging in public relations for the school counseling program, advocating for funding and resources.

7. **Program Calendar:** Please see attached school counseling calendars developed for the K-12 Program.
8. **Program Delivery:** Please see attached 4 column delivery system template for each grade band.
9. **Curriculum Action Plan:** Please see attached Curriculum Action Plan for career activities/interventions.
10. **Organizing Career /Postsecondary Resources-** Please see the attached Organizing Career/Postsecondary Resources Form

Dunmore's Career Development Plan acknowledges the need for the school district to connect with business/community/postsecondary stakeholders. This will be accomplished in a variety of ways including:

- Networking with various organizations within the community via various school and community events, including involvement with our Advisory Committee.
- Utilizing online resources which address the developmental and career needs of our student population.
- The district's counselors will engage in various professional development opportunities via involvement with professional organizations (i.e., ASCA, ACA, NEPCA, etc.)

11. **Individualized Academic/Career Plan-** Please see attached template of Dunmore's Individualized Academic/Career Plan (All students beginning in 8th grade).

Dunmore's Career Plan acknowledges the importance of students to create an individualized academic/career plan. The plan will begin in the middle school, and will focus on the growth and the development of attitudes, interests, and self-concept. The goal of the individualized plan is to begin to narrow career choices, not to finalize one's choice. The middle school counselor will begin the academic/career plan by providing students the opportunity to attain their personality profile via the Myers Briggs Personality Test. Students will then explore the meanings of their personal attributes and how they influence career choice.

Components of the plan include students' high school plans (traditional high school vs. vocational school), student interests, abilities/skills, career cluster, etc. The Individualized Academic/Career Plan will follow the students through high school, and will be re-visited each year to assess students' post-secondary plans.

12. **Career and Technical Center Strategy-** Dunmore's Career Development Plan acknowledges the importance of our local Career Technology Center (CTC), and the role it plays in creating career opportunities for our students. In keeping with the spirit of our plan, which embodies the need for greater career awareness in a variety of career clusters, Dunmore's career strategy will increase student understanding of the various opportunities offered at CTC. This will be accomplished in the following ways:

- In order to prepare our students for the unique opportunities of the 21st century workforce, Dunmore's counselors will attend annual meetings hosted by CTC; these meetings communicate current vocational trends which may impact our students' career choices.
- Dunmore's counselors will engage in on-going communication with CTC counselors to address individual student needs. These discussions will involve student trends, including the advocacy of student's requests.
- In order to increase student awareness of CTC's programs, all freshmen students and teachers will attend a field trip to the Career Technology Center. The goal of the visit is to familiarize students and faculty of the various programs/shops offered at CTC, regardless of their intention to attend a vocational program in the future.
- The CTC counselor(s) will educate all freshman students regarding the various programs offered at CTC by visiting Dunmore prior to the field trip.
- The CTC counselor(s) and several program instructors will attend Dunmore's annual Career Fair in an effort to increase awareness of CTC's programs. The Career Fair will be offered to 8th and 11th grade students.

Report data on how many students currently attend CTC and their completion rates and set goals for increasing retention rates once they attend the CTC (Use the Data Collection Form to report this).

13. **Job Descriptions-** Attach any job descriptions that your district has developed for all counselors at all levels.

