

March 27, 2026

Girard School District K-12
339 Guidance Plan



Girard School District

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Table of Contents

School Administration	2
School Counselors and Assignments	2
School District/Counseling Department Mission Statement	3
Program Goals	5
Stakeholders	7
Role of the School Counselor	11
Advisory Council	13
Program Calendar/Activities per Month	18
Program Delivery	31
Curriculum Action Plan	43
Organizing Career/Postsecondary Resources	44
Orientation for Career and Technical Options.....	48
Individualized Academic/Career Plan	56
Career and Technical Center Strategy	59
Job Descriptions	59
Appendix A: Curriculum Action Plan.....	63
Appendix B: Erie County Technical School Certifications	81

Chapter 339

K-12 School-Counseling Plan

Girard School District Administration

Administration	Position	Email
Mr. David Koma	Superintendent	David.koma@girardsd.org
Mrs. Angel Ghastin	Director of Curriculum and Special Programs	Angel.ghastin@girardsd.org
Mr. Greg Proper	Special Education Director	Greg.proper@girardsd.org
Mr. Eric Louis	High School Principal	eric.louis@girardsd.org
Mr. Dave Ashton	High School Principal	David.ashton@girardsd.org
Mr. Michael Trudnowski	Rice Avenue Middle School Principal	Michael.trudnowski@girardsd.org
Mr. Jeffery Brasington	Rice Avenue Middle School Assistant Principal	Jeffery.brasington@girardsd.org
Ms. Renee Jerge	Elk Valley Elementary Principal	renee.jerge@girardsd.org
Ms. Shannon Holley	Elk Valley Elementary Assistant Principal	shannon.holley@girardsd.org

School Counselors and Assignments

School	Grade Level	Counselor/Email	Ratio
Elk Valley Elementary	K-4	Erin Benson Erin.benson@girardsd.org	1:480
Rice Avenue Middle School	5-8	Erica Ratkowski Erica.ratkowski@girardsd.org	2:429
		Jessica Hadbavny Jessica.hadbavny@girardsd.org	
Girard High School	9-12	Courtney Edwards Courtney.edwards@girardsd.org	2:467
		Darrin Mayes Darrin.mayes@girardsd.org	

Girard School District Mission

The Girard School District values inclusivity, welcomes diversity, encourages creativity and innovation to inspire achievement, personal growth, and life readiness for every student within our community.

School Counseling Department Mission Statement

The mission of the Girard School District School Counseling program is to provide a comprehensive, developmental plan that addresses the academic, personal, social, and career needs of our students. The structure of the program is consistent with the framework of the American School Counselor Association and is also intended to fully address the learning objectives set forth by the Pennsylvania Career Education and Work Standards.

As collaborators and consultants, school counselors strive to partner with parents, teachers, and community agents to support the well-being and development of their students. As advocates, school counselors recognize the innate diversity of all students and strive to meet their unique personal and educational needs. The career component in partnership with parents and the community, is to provide opportunities that will assist all students in their transition toward becoming responsible, self-directed, caring, and contributing members of an ever-changing society. These programs are designed to enhance learning, assist decision-making, and facilitate personal, academic, and career success.

Vision

Girard School District fosters a welcoming, supportive, and inspiring environment that encourages every student to succeed and become contributing members of society.

Shared Values

- Students come first.
- All students will have the opportunity to learn, thrive, and engage in their communities.
- Students' unique skills and talents contribute to their continued lifelong learning.
- Education is a shared responsibility amongst all stakeholders, including students, educators, parents, and the community.
- Ensuring a safe and engaging learning environment is a collective commitment of all stakeholders, including students, educators, parents, and the community.

Program Goals

Elementary School

Academic: PSSA Reading scores for grades 3–4 have not met state goals. By actively monitoring student progress through MAP assessments, Firefly testing, targeted interventions, and ongoing data review meetings, the percentage of students scoring Proficient or Advanced will increase by 5%. Scores for all students who complete the annual PSSA ELA assessment will be compared to their achievement from previous years to determine growth or decline in the number of students performing at the Proficient or Advanced levels in grades 3–4. A two-year data comparison will be used to measure overall progress and trends.

Career Awareness: All students in grades K–4 will participate in Smart Futures career lessons to build awareness of post-secondary education and career opportunities. Through these lessons, students will develop an emerging understanding of various career pathways. By the end of 4th grade, students will be able to identify at least three personal career interests, as measured by activities completed within Smart Futures.

Social/Emotional: Students will increase their understanding of the character traits needed to be successful at home, at school, and in the community. Students will have the opportunity to earn paper Bee Tickets in recognition of positive behavior (being safe, responsible, caring). Bee Tickets are distributed by staff and administrators, and students in all grade levels can be recognized for demonstrating positive behavior. This system emphasizes prevention, explicit instruction in social skills, and data-based decision-making to reduce problem behaviors and improve academic performance. As a result, 75% of students will earn enough Bee Tickets to receive a Level 1 prize.

Middle School

Academic: Student academic data will be collected three times yearly through use of the MAP Growth or other benchmarking assessments. In addition, each student will participate in the annual PSSA ELA and Math assessments. Student goals are centered on progressive growth in MAP scores throughout the course of each school year. Building goals are focused on an increasing number of students reaching the Proficient/Advanced level on the PSSA each consecutive school year.

Career Awareness: By the end of each school year, 100% of 8th grade students will complete an Individualized Career Plan (or similar adapted artifact) to guide their high school course selection and to fulfill the requirements of their evidence collection portfolio. The Plan will require self-assessment and contain elements of career research, secondary course planning, and post-secondary planning.

Social/Emotional: Students at Rice Avenue Middle School will demonstrate social and emotional growth by recognizing and applying the strategies and tools they have learned through PBIS, mentoring, and other school-based supports when responding to challenges they encounter during the school day. Through these programs and guided reflection, all students will develop the ability to identify personal barriers to success—such as attendance concerns, apathy, or difficulty completing tasks—and articulate the strategies they use to address and overcome those barriers through an end of the year survey. By strengthening students' awareness of their own behaviors and choices, RAMS will support students in building the confidence, responsibility, and leadership skills necessary to succeed socially and emotionally within the school community.

High School

Academic: Students will be encouraged to enroll in Dual Enrollment opportunities at GHS through the Robert Morris University College in the High School Program. Participants will be encouraged to enroll in the program for college credits with the school district assisting with financial responsibilities when possible.

Career Awareness: Our goal during the year will be to have students in the Career Exploration class identify three career goals and interests. With the assistance of teachers and School Counselors students will complete the career readiness activities through the SmartFutures program.

Social/Emotional: Many of today's youth lack empathy for the struggles of those in their community and around the world. The national Boomerang Project "Link Crew" program relies on trained upper classmen mentors leading freshmen orientation and monthly program refreshers. The Link Crew is our transition and freshmen orientation. Students will increase their understanding of the need for community service and philanthropy.

Stakeholders

Students: The students of Girard School District will receive a curriculum focused on academic, career, and personal/social skills in order to make educated and reasonable decisions that will lead to their successful future. Students will also participate in individual student planning to develop goals related to their interests and abilities. All GSD students (Grades 3-11) will produce pieces of evidence for their career portfolio according to the GSD Chapter 339 Evidence Collection Plan which is located in the Individualized Academic/Career Plan section.

Elk Valley Elementary will focus on career awareness through the implementation of the following programs:

- Daily social emotional learning through classroom community character education program, The Toolbox™ (required for all students K-4)
- Instruction and reinforcement of leadership traits through the EVES PBIS program (school-wide)
- Leadership capacity building through Student Council (4th grade students)
- Classroom collection of career-related evidence for GSD career portfolio for grades K-4 through Smart Futures.
- Education related to careers through Smart Futures lessons for grades K-4.
- Exploration of career choices through STEM lab engineering and design (K-4th grade students)

Rice Avenue Middle School will deepen students' understanding of careers through implementation of the following programs:

- Exploration of career choices through Grade 5 Family & Consumer Science (required for all Grade 5 students)
- Research related to career training programs and an individualized career plan through Grade 8 Family & Consumer Science (required of all Grade 8 students)
- Instruction and reinforcement of leadership traits through the RAMS PBIS program
- Opportunities for exploration of post-secondary educational opportunities (ECTS, local universities, etc) and interaction with industry professionals (career fairs, Career Street presentations, etc).
- Integration of all Smart Futures lessons and career benchmarks throughout multiple courses at RAMS.

Girard High School will utilize the following academic areas to focus on Career Exploration:

- Freshmen in Digital Literacy; Introduction to Algebra

- Sophomores in Drivers' Ed and English 10
- Juniors in Career Exploration, Personal Finance and English 11
- Students who enroll in Erie County Technical School will complete the artifacts through ECTS other than Smart Futures activities 3, 13 and 14.
- Career Pathways are incorporated into every course offered at Girard High School and will be measured through administrative review of lesson plans, classroom observations and also the collection of artifacts through the Smart Futures Program.
- Seniors will revisit activities 9, 10, 11 and a resume update in English 12

Parents: Parents have a pivotal role in helping their children as they move forward through career exploration to career/college choices. Parents will be informed of opportunities, standards, and options for their children so they can communicate these opportunities and help plan the future with their children. They will also be advocates for their children in the choices they make. Parents will be made aware of ongoing school counseling services throughout the students' school years. Parents are stakeholders in their children's academic lives by participating in student decision-making choices regarding course selections, career and college exploration. School efforts to make students and parents aware of opportunities will be measured by attendance and response to the following events:

- Yellow Jacket Showcase each spring to prepare incoming 8th grade students to see scheduling options as well as club and sport availability
- Financial Aid Nights (Spring and Fall) and FAFSA Workshops
- Dual Enrollment Parent Information Night
- Diversified Occupations and Americorps/Cooperative Education Information Night
- Meet the Teacher Night/Parent Conferences
- Access to Infinite Campus parent portal, allowing parents full access to their student's schedules, grades, attendance, and overall academic progress
- Elk Valley Elementary provides family information nights including: Family Math, Literacy, STEM Night, and Title 1 nights, Family Science Night
- Weekly Parent Informational emails that may include updates on Career Exploration at Elk Valley Elementary.
- Parents are involved in Parent/Teacher Organizations at both the middle and elementary schools.

Educators: Teachers, administrators, and school staff will be asked to promote the beliefs and mission of the school counseling program. This will be accomplished through:

Administrators will

- Provide professional development opportunities for teachers and school counselors.
- Communicate with the school board, post-secondary partners and business partners through the bi-annual Advisory Council meetings.
- Facilitate Student Assistance Program.
- Oversee the Positive Behavior in Schools program (PBIS); Link Crew; Key Club; Student Council; Jacket Pride Student Team; ToolBox; Second Step; and Bus Buddies.

Teachers will

- Communicate with students and parents about various opportunities in the area of college and career readiness
- Integrate PA CEW standards in their classes
- Advise clubs and student organizations
- Provide ongoing feedback to parents on student progress
- Participate in data meetings with administrators
- Participate in parent/teacher conferences and student led conferences
- Participate in career-related field trips

Business/Community: The business community will benefit from the guidance program by having access to employees who have an understanding of the value of positive social interactions, teamwork, goal-setting, communication, and the academic skills needed in the workforce. As partners, members of the business community will provide opportunities to students to job shadow and provide support of guidance curriculum in the areas of workplace expectations. An employer/industry advisory group specific for GSD will be maintained. In addition, Girard School District is a leader among the Erie County Career Pathways Alliance which is currently working to initiate five industry advisory groups for Erie County public schools, one for each of the five Career Pathways recognized in PA.

- Provide job shadowing and field trip experiences for our students.
- Provide work co-op opportunities for our students.
- Relationship between businesses and school.
- Create an advisory council to meet two times a year and discuss employability skills needed from students.
- Erie County Career Pathways Alliance which supports the five Career Pathways recognized in PA
- GSD has teamed up with PA CareerLink to provide students/community members for job employment opportunities.

Post-Secondary: The Girard High School guidance office will welcome military, college recruiters, and representatives of apprenticeships/trades. Group presentations with students, classroom presentations where applicable, and lunchtime access in the cafeteria will be scheduled. Local secondary education institutes will be invited to participate in the Erie County Career Pathways Alliance Industry Advisory Groups within each pathway. The high school guidance department works to enroll eligible students in the following programs so that students can earn college credits while attending high school:

- Robert Morris University College in the High School Classes Information Night
- Regional Choice Initiative (RCI)
- Erie County Technical School (ECTS), our students benefit from the ECTS articulation agreements.
- Administration will hold community, parent, and student information nights regarding dual enrollment.
- Gannon, PennWest, Mercyhurst, and Penn State Behrend for the dual enrollment of students.
- Hosting career fairs and recruiters from trades/apprenticeship programs.

Role of the School Counselor

The school counselor's role is to encourage personal responsibility in students as they work toward becoming successful citizens in an ever-changing global society. School Counselors are leaders, advocates, collaborators, and agents of systemic change.

Leader

The Girard School District's counselors serve as leaders by effectively managing and implementing a comprehensive developmental school counseling program. The GSD counselors work with school staff, students, parents, and the community to create a climate that promotes academic success.

As leaders, counselors:

- Manage and implement a comprehensive and developmental school counseling program.
- Assist students in achieving academic success.
- Work in collaboration with administration, teachers, parents/guardians, and the community.
- Support the school as a safe and welcoming environment.

Advocate

The Girard School District's counselors promote student achievement by advocating for their students' academic, career, and personal/social developmental needs. As advocates, the counselors encourage students to challenge themselves to reach their full potential academically and ethically in preparation for their future goals. This advocacy is demonstrated by:

- Providing individual, small group, and large group counseling and lessons, to eliminate barriers to students' success.
- Partnering with parents to offer opportunities for collaboration through home and school.
- Assessing the need for internal and external mental health and drug and alcohol referrals.
- Providing prompt and professional services during a crisis situation.

Collaborator

The Girard School District's counselors collaborate with stakeholders in the educational realm and surrounding community to support the personal growth and post-secondary achievement of their students.

The GSD counselors demonstrate collaboration through participation in ongoing communication with teachers and parents regarding student achievement and barriers to success.

- Serve as members of the GSD Advisory Council in order to provide opportunities for communicating with post-secondary career providers.
- Work with military programs as well as various levels of post-secondary training and education.
- Work with teachers to bring career awareness/readiness programs into the classrooms.
- Assist with alternative education programs so that students remain on track for graduation.
- Work with the Erie County Technical School to afford technical training to students when it is not available at their home school.

Agent of Systemic Change

The Girard School District's counselors serve as agents of systemic change through their professional responsibilities of identifying and removing barriers to student academic, personal, and career achievement. The GSD school counselors are specialists in understanding the wide range of social, economic, environmental, and educational obstacles that impact students.

- Demonstrate systemic change through appropriate interventions at the school-based and community-based levels.
- Use individual and school-wide student data to recommend programs and/or interventions that support positive student outcomes.
- Understand the impact of societal changes (social media, etc.) on the development of students and providing positive, supportive instruction to meet the needs of students in an ever-changing society.
- Participate in continuing education programs that allow them to have access to the latest advances in career awareness and readiness programs.
- Attended training for programs such as college applications, financial aid, standardized testing, and work co-op programs.

Advisory Council

Insert Date

«Name»

«Company»

«Street_Address»

«City», «St» «Zip»

Dear «Name»

The Girard School District is in the process of creating a District Advisory Council. The purpose of the Advisory Council is to:

- Serve in a leadership role to support the mission and goals of the school counseling program, specifically in the career development domain.
- Provide a communication link between the school counseling program and the five stakeholder groups that include students, parents/guardians, educators/administrators, business/community members, and postsecondary representatives.
- Act as a resource and support for the school counseling program.
- Review data and provide feedback on the effectiveness of the school counseling program.

If you are interested in participating on this advisory council, please email Mrs. Yvonne Conley @ yvonne.conley@girardsd.org by December 1, 20--. We will meet approximately twice a year. Our first meeting will be a dinner at the high school sometime in January. The date and time for our dinner meeting will be forthcoming. We look forward to your participation.

Sincerely

David Koma

Eric Louis

Yvonne Conley

Superintendent
Facilitator

Girard High School Principal

Career Development

Counseling for Career Success Advisory Committee

Girard School District

Name	Title	Company	Address	Phone #	Stakeholder Group
Scott & Emma Jones	Owners	3:23 Athletics KMI Industries	10637 Hemlock Lane Girard, PA 16417	814-434-3350	Business Owner
Mike Williams	Marketing Manager	Widget Financial		mwilliams@widgetfinancial.com	Business
Heather Evans/ Mark Hedlunch	HR Manager hevans@porterie.com	Port Erie Plastics	909 Troupe Road Harborcreek, PA 16421	899-7602 x320	Business
Janelle Shollenberger	Business Manager jshollenberger@techworx.io	TechWorx, LLC www.techworx.io	1525 Industrial Drive Erie PA 16505	814.806.3228	Business
Eric Louis	High School Principal	Girard School District	1135 Lake Street Girard, PA 16417	814-774-5607	Educator
Yvonne Conley	Diversified Occupations Coordinator	Girard High School	1135 Lake Street	814-774-5607	Educator

			Girard, PA 16417		
Lori Buren	STEM Teacher	RAMS	1100 Rice Avenue Girard, PA 16417	814-774-5604	Educator
Autumn Dewey	Career Exploration Teacher	Girard High School	1135 Lake Street Girard, PA 16417	814-774-5607	Educator
Erica Ratkowski	School Counselor	Rice Avenue Middle School	1100 Rice Ave Girard, PA 16417	814-774-5604 x6302	Educator
Jessica Hadbavny	School Counselor	Rice Avenue Middle School	1100 Rice Ave Girard, PA 16417	814-774-5604 x6308	Educator
Courtney Edwards	School Counselor	Girard High School	1135 Lake Street Girard, PA 16417	814-774-5607	Educator
Darrin Mayes	School Counselor	Girard High School	1135 Lake Street Girard, PA 16417	814-774-5607	Educator
Erin Benson	School Counselor	Elk Valley Elementary	2556 Maple Avenue Lake City, PA 16423	814-774-5666	Educator

David Koma	Superintendent	Girard School	1135 Lake Street	814-774-5607	Educator
Students	2 Upperclassmen Grady Bonnett, Gavin Smith, Addison Fitzpatrick, Ashlee Ehret	GHS	Girard, PA 16417		Updated Yearly
	2 Juniors	GHS	Girard, PA 16417		Updated Yearly
Antonella Spinelli	Director of Educational Relations	ACES	2222 Filmore Avenue, Suite 600 Erie, PA 16506	814-456-7007 Ext. 3	Business
Crystal Viveralli	Human Resources	Snap-Tite	6424 West Ridge Rd., Erie, PA 16506	814-812-1219	Business
Jen Pontzer	Director	Career Street	2501 W. 12th Street #603 Erie, PA 16505	(814)572-0419	Business
Melissa Grimm	Senior Admissions Counselor	Penn State Behrend	4851 College Drive Erie, PA 16563	mlg5@psu.edu	University
David Benson	Fundamental Flight Training	EVES	703 Nevada Drive Erie, PA 16505	814-397-9783	Parent

Rena McCartney	Admissions Counselor Email: admissions@pennwest.edu	PennWest	200 East Normal Street Edinboro, PA 16444	Phone: (814) 732-2761 or (888) 8GO-BORO (888-846-2676)	Higher Education
Tammy Rader	Community School Director, EVES	United Way	Tammy.rader@girardsd.org		Education/ Community
Jennifer Agnelo	Director	Elk Creek Rec Board	140 Myrtle Street Girard, PA 16417		Community
Mike McConnell	School Board Member			mikemc83@gmail.com	School Board
Melissa Smith	School Board Member		10309 Robertson Drive Girard, PA 16417	814-450-6230	School Board
Joe Legnasky	School Board Member	Joseph.legnasky@girardsd.org	10631 N. Edgewood Drive, Lake City, PA 16423		School Board
Mike Daniels	Cooperative Education Coordinator	Corry High School		(814)665-8297 x3132	Educator
Nicole Lehr	Human Resources	Wegmans		#(814)860-5300 ext #80-75-475	Business
Rachel Miller	Plastikos	Plastikos		rmiller@plastikoserie.com	Business

1st Proposed Meeting Date October 2nd Proposed Meeting Date May

Monthly Guidance Service Calendar

Girard School District

(Elk Valley Elementary, Rice Avenue Middle School, Girard High School)

Ongoing- Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)		Individual Academic Career Counseling	System Support	Non-counselor Related
K-4		- Title 1 Night - Student Academic/Personal/Social Needs Individually and Group - Threat Assessments - Caring Adults - CICO		504 Meetings IEP Meetings	- Tier 2 Meeting - SAP Meeting - BLT Meeting - SWPBIS Meetings - Crisis Response and Referrals	- Lunch Room Support - AM/PM Duty - Monitor Cyber Students - Student/Family Tours as Needed
5-8		Student academic/personal/social needs, individually and in groups		504s/IEPs monitoring and meetings	- Schedule Changes - PLC, SAP, MTSS meetings - Crisis Response and referrals	Cyber student enrollment, orientation and monitoring
9-12		Tardiness and truancy		IEP/504 meetings	- SAP - Crisis Response and Referrals	

Ongoing - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Smart Futures Lessons		Smart Futures Lessons		
5-8	Smart Futures Lessons			Coordinate Career Artifacts	
9-12	Smart Future Lessons			ECTS Counselor Meeting	

Ongoing- Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	• Character Education: Toolbox • Character Education: Second Step • School Wide Lessons	• Student Academic/Personal/Social Needs Individually and Group • Threat Assessments • Caring Adult • CICO • Monthly Debriefing Meetings for Achievement Center Services		• Tier 2 Meeting • SAP Meeting • BLT Meeting • SWPBIS Meetings • Crisis Response and Referrals	• Lunch Room Support • AM/PM Duty
5-8		Student academic/person/social needs, individually and in groups		• PLC, SAP, MTSS meetings • Crisis response and referrals	
9-12		• Crisis Counseling • SAP Meetings • Link Crew Events			• Office Coverage • Dress Code

September - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	• Kindergarten Introduction Lesson • PBIS Kick-Off Assembly	• Title 1 Night			
5-8	• PBIS kick-off Assembly • Classroom presentations			• Schedule Changes	
9-12	• 9th grade orientation • Scheduling • AP test advertising	• Financial Aid Night	• Class meetings	• Enrollments • Professional Development	

September - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8				Coordinate Career Artifacts	
9-12	- ASVAB Interpretation - ASVAB		Military/ College Presentations		

September - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12					

October- Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4		- OLSAT-2nd Grade - Title 1 Night	504 Meetings - IEP Meetings		
5-8		Progress Reports	504s/IEPs monitoring and meetings	- Schedule Changes	
9-12	- PSAT - AP test advertising	- Progress Reports	- SAT registration - Class meetings	- Advisory Committee - PSAT Administration - SAT Administration	

October - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12		- ECTS visit - Rapid Admissions - PennWest	Military/ college presentations	- ECTS Counselor Meeting - Manufacturing Day	

October- Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					Red Ribbon Week
5-8	Red Ribbon Week			Holiday Needs	
9-12	Red Ribbon Week			Holiday Needs	- Homecoming - Office Coverage - Dress Code

November- Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4			Parent/ Teacher Conferences		
5-8	1st Quarter academic recognition	Report cards/ meetings	Parent Conferences	Schedule Changes	
9-12	Class Meetings	- Incomplete meetings - Report Cards	Parent Conferences	NHS Tutoring	

November- Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8	Classroom presentations				
9-12		• NOCTI Pre-test	• ECTS Open House • Military /College Presentations • SAT/PSAT results	• AHN Explorers • PSU Women in Engineering	

November - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	• PAYS Jr. Survey 4th Grade • Children's Grief Awareness Day			• Winter Wishes: Holiday Needs	
5-8	Children's Grief Awareness Day			• Holiday Needs • Parent-teacher conferences	• Committee Work for Veteran's Day and Winter Wishes
9-12				• Holiday Needs	• Honors Recognition • Office Coverage • Dress Code

December- Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8			•	• Schedule Changes	
9-12	• Scheduling		• Class Meetings	• Keystone set up	

December- Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12		ECTS half day visits	Military/ College Presentations	JA Titan Business Competition	

December- Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4		-		- Winter Wishes:- Holiday Needs - Shop with a Hero	
5-8				Holiday Needs	Committee Work for Talent Show and Winter Wishes
9-12				Holiday needs	

January - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	PBIS Mid Year Assembly	Report Cards			
5-8	2nd quarter academic recognition	Report Cards		Schedule Changes	
9-12	- Student schedules - Class Meetings - AP test Advertising	- Failure Letters - Report Cards - Incomplete meetings	- Dual Enrollment Night - SAT Registration	- Faculty Meetings - D.E. Enrollment	

January - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12			Military presentations		

January - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8				•	
9-12			Parent/ Student Meetings		

February - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8			Report Card Meetings		
9-12	- AP test Advertising - Course selection meetings	Progress Reports	SAT Registration	Professional Development	PGT Update

February - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12		- PFEW - Business Week	Military Presentations		

February- Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					2nd qtr Recognition
9-12			Student/ Parent Meetings		Course Selection book

March - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Kindergarten Registration				
5-8	Classroom presentations			PSSA Prep	
9-12	Scheduling meeting with 8th grade	Progress Reports	- School Day SAT - PSAT 10	Yellowjacket Showcase	

March- Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4				Coordinate 339	
5-8	Middle School Trades Fair			Coordinate 339	
9-12			Military lunches	Coordinate 339	

March - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Coalition Pathways Lessons				
5-8					
9-12					

April - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4		Retention Discussion			
5-8	3rd quarter academic recognition	Report Cards			
9-12	Incomplete meetings	Report Cards		Advisory Committee	

April - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4				Inventory Artifacts	
5-8				Inventory Artifacts	
9-12			Military Presentations	- Career Fair - Skilled Trade Fair - NOCTI - Inventory Artifacts	

April - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8				•	• 3rd qtr recognition
9-12	• Social Media Postings			• Link recruiting Presentation	• Honors Breakfast

May - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	• PBIS End of Year Assembly • Retention: Complete Lights Retention Scales • 4th Grade Transition			• PSSA Make Up Testing	4th Grade Celebration PSSA Play Day
5-8	• 4th grade transition • 8th grade move up				
9-12	• Class meetings • Credit Counts	• Endanger of failing notifications • Summer School	• IEP/504s • Graduation Requirements • Recommendation letters	• Student record review • AP Administration • Keystone set up	

May - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4				• Inventory Artifacts	
5-8				• Inventory Artifacts	
9-12			• Summer Jam	• Inventory Artifacts	

May - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8		Close SAP			Honors Recognition
9-12	May Day for Link Crew	Close SAP			Honors Banquet

June - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	- Retention: Complete Lights Retention Scale 4th Grade Transition				
5-8	- Retentions - Promotions 4th grade transition activities	- Failure letters - Report Cards			
9-12	- Retentions - Promotions	- Failure letters - Report Cards - Summer School	Graduation	Finalize student records	

June - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12	Final recommendation s and transcripts		References for Summer Jam		

June - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Character Education: Second Step			Submit SAP Data	
5-8				Submit SAP Data to Safe Schools	
9-12				Recognition assembly	Safe Schools Report

July - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12	- Enrollments - Schedule changes			Transcripts	

July - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12			Summer Jam		Asst with D.O. program set up

July - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4					
5-8					
9-12	Orientation Invites	Summer SAP Renewal	Link Crew Training invites		

August - Academic

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	- New Family Orientation - Kindergarten Kickoff - Summer Academy			Meet the Teacher Event	
5-8	- Schedule changes - New Student Orientation			Meet the Teacher event	
9-12	- Enrollments - Schedule changes		Transcript Review		

August - Career

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Summer Academy				
5-8					
9-12					

August - Social/Emotional

Activity	Curriculum (Tier 1)	Responsive (Tier 2)	Individual Academic Career Counseling	System Support	Non-counselor Related
K-4	Summer Academy				
5-8	New Student Orientation				
9-12	Freshman Orientation	- Meet the Teacher - Freshman Parent meeting		Link Crew Training	

Program Delivery

Comprehensive School Counseling Program Delivery

Elementary

Guidance Curriculum <i>Provides developmental comprehensive guidance program content in a systematic way to all students grade K -12</i>	Prevention, Intervention, and Responsive Services <i>Addresses school and student needs</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans</i>	System Support <i>Includes programs, staff and school activities and services</i>
Purpose <i>Student awareness, skill development, and application of skills needed to achieve academically and be career and college ready by graduation</i>	Purpose <i>Prevention, Intervention and Responsive services to groups and/or individuals</i>	Purpose <i>Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions</i>	Purpose <i>Program delivery and support</i>

Academic · PBIS school-wide events · PSSA kick-off/motivation events · 4th Grade Transition	Academic	Academic	Counselor Related · Input, distribute, and communicate 504 plans to necessary staff · Parent-teacher-counselor conferences · Partner with community agencies for holiday assistance · Monthly BLT Meetings · 504 development, meetings, and reviews · Consultation and collaboration with community agencies (therapists/behavior specialists, etc) · PBIS team meetings and data review · Childline referrals · Collaborate with teachers regarding student needs · Attend IEP meetings as necessary · Participate in ongoing counselor-related professional development
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			Organize retention meetings, complete retention scale
Career Career lessons by grade level	Career	Career	
Personal/Social - PBIS school-wide events - Red Ribbon Week programming	Personal/Social - Caring Place grief support group - Individual counseling - Group Counseling - Tier 2 Groups - Character Education Groups: The ToolBox™ - Character Education: The ToolBox™ - Crisis response (supervision, communication, referral, and planning) - Participate in intake and	Personal/Social	Non-counselor Role - PSSA coordination: scheduling, planning, training - Girls 4th grade puberty talk

	discharge meetings for local mental health agencies		
Percentage of Time 10%	Percentage of Time 20%	Percentage of Time 10%	Percentage of Time 60%

Comprehensive School Counseling Program Delivery

Middle School

Guidance Curriculum <i>Provides developmental comprehensive guidance program content in a systematic way to all students grade K -12</i>	Prevention, Intervention, and Responsive Services <i>Addresses school and student needs</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans</i>	System Support <i>Includes programs, staff and school activities and services</i>
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Purpose	Purpose	Purpose	Purpose
<i>Student awareness, skill development, and application of skills needed to achieve academically and be career and college ready by graduation</i>	<i>Prevention, Intervention and Responsive services to groups and/or individuals</i>	<i>Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions</i>	<i>Program delivery and support</i>

Academic	Academic	Academic	Counselor Related
· PBIS school-wide events · Quarterly academic recognition · PSSA kick-off/motivation events · 4th grade transition to RAMS activities · Honors Reception recognition event	· Meet with students who are in danger of course failure	· Meet with students regarding schedules and course selection · Schedule and orient new students to RAMS · Individual report card meetings	· Input, distribute, and communicate 504 plans to necessary staff · Input schedules · Parent-teacher-counselor conferences · Develop and send letters for danger of course failure · Final grade calculations · Notify parents of summer school recommendations · Partner with community agencies for holiday assistance · Bi-weekly SAP core team meetings · Weekly SAP PLC meetings with grade levels · Conners Behavior Screenings · 504 development, meetings, and reviews · Consultation and collaboration with community agencies (therapists/behavior specialists, etc) · Complete SAP referrals

			· PBIS team meetings and data review · Childline referrals · Collaborate with teachers regarding student needs · Attend IEP meetings as necessary · Monitor attendance and participate in truancy elimination interventions as necessary · Participate in ongoing counselor-related professional development · Produce and submit state SAP report
Career	Career	Career	· Coordinate/disseminate career artifact collection information
Personal/Social · PBIS school-wide events · Community speakers (drug/alcohol prevention, cyber topics, etc) · Red Ribbon Week programming	Personal/Social · Individual counseling · Crisis response (supervision, communication, referral, and planning) · Participate in intake and discharge meetings for local	Personal/Social	Non-counselor Role · PSSA coordination: scheduling, planning, training · Managing/troubleshooting in Infinite Campus

	mental health agencies · NTAC and suicide threat assessments in Navigate 360		
Percentage of Time 20%	Percentage of Time 40%	Percentage of Time 10%	Percentage of Time 30%

Comprehensive School Counseling Program Delivery

High School

Guidance Curriculum <i>Provides developmental comprehensive guidance program content in a systematic way to all students grade K -12</i>	Prevention, Intervention, and Responsive Services <i>Addresses school and student needs</i>	Individual Student Planning <i>Assists students and parents in development of academic and career plans</i>	System Support <i>Includes programs, staff and school activities and services</i>
Purpose <i>Student awareness, skill development, and application of skills needed to achieve academically and be career and college ready by graduation</i>	Purpose <i>Prevention, Intervention and Responsive services to groups and/or individuals</i>	Purpose <i>Individual student academic and occupational planning, decision making, goal setting, and preparing for academic transitions</i>	Purpose <i>Program delivery and support</i>

Academic	Academic	Academic	Counselor Related
○ 9th grade orientation ○ PSAT ○ Student schedules ○ Course selection meetings ○ Credit counts 9 – 12 ○ Class meetings ○ AP testing advertising ○ Dual Enrollment meeting	○ Endanger failure notification ○ Tardiness, absences, school avoidance, truancy, and drop outs ○ Financial Aid night ○ Parent Conferences	○ IEP/504 meetings ○ Schedule changes ○ SAT registration ○ Class meetings ○ ACT registration ○ New student registration and orientation ○ Graduation requirement review ○ Graduation ○ Recommendation letters	○ Interpreting student records ○ Development and implementation of 339 ○ School counseling professional development ○ Advisory committee ○ Integration of career standards across the curriculum ○ Keystone set up ○ AP test administration ○ PSAT administration ○ SAP ○ Professional Development ○ Faculty meetings ○ Dual Enrollment

Career	Career	Career	
○ ASVAB ○ ASVAB interpretation	○ ECTS visit ○ PFEW ○ Rapid Admissions – Penn West Edinboro ○ Business Week	○ Senior Meetings ○ Junior Meetings ○ Recommendation letters ○ Manufacturing Day ○ Women in Engineering ○ Women in Business ○ Ethics Symposium ○ PSAT interpretation ○ SAT results ○ ACT results ○ Job shadowing coordination ○ Military presentations	

Personal/Social ○ Guidance Newsletter	Personal/Social ○ Crisis Counseling ○ SAP meetings ○ Link Crew Events ○ Grief, loss, abuse, stress, anxiety, substance abuse ○ Divorce	Personal/Social ○ IEP/504 meetings ○ CYS referrals ○ Parent Meetings ○ Student meetings	Non-counselor Role ○ Ongoing therapy ○ Master schedule responsibilities ○ Coverage for main office and guidance office ○ Course selection book ○ Online schedule set up
Percentage of Time 20%	Percentage of Time 30%	Percentage of Time 30%	Percentage of Time 20%

Curriculum Action Plan

See Appendix B

Organizing Career/Postsecondary Resources

<u>Resource Types</u>	<u>List Resources</u>
Organizations/Agencies	Intermediate Unit #5, Edinboro PA Career Link, Erie
Intermediary Organizations	
Umbrella Organizations	Girard/Lake City Chamber of Commerce
Community/State Agencies	PA CareerLink Erie County Vocational Technical School Regional Career & Technical Center United Way OVR
Networking Opportunities	Mary Bula, Erie Together
Individual Contacts	
Community/Business Meetings	Erie County Career Pathways Alliance
Community Events	Girard School District Career Fair
Online/ Onland	O'Net

Internet Based Links	Career Safe Everfi SmartFutures BLS.gov
Media/Advertising	West County Journal Erie Times News Facebook, Instagram, School District Website
Publications/Documents	Community Updates

Orientation to Career and Technical Options

ECTS representative at GHS Meet the Teacher	August	Parents
Keystone Smiles - AmeriCorp Signing		Students
Start Employment/Sign PDE AEEO	September	Students/Employers
9 th grade career interest Inventory	October	Students, faculty/staff
9 th grade ECTS presentations		Students, faculty/staff
OAC Dinner		OAC Committee Members
9 th grade field trip/tours to ECTS	November	Students, faculty/staff
ECTS Open House	November	Students, faculty/staff, parents
ECTS Application Session	December	Students
Recruitment program for Juniors	January	Students/D.O. Representative
Diversified Occupations and ECTS representatives at Yellowjacket Showcase	March	Parents, students

ECTS new student welcome	April	Students, faculty/staff
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ECTS Senior Portfolio Evaluations	May	Staff/faculty, parents, students
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OAC Breakfast and signing for D.O. Program		Staff/Parents/Students/ OAC members
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ECTS meet the teacher dinner		Parents, students
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Individualized Academic/Career Plan

The attached evidence collection plan for the district outlines the methods used to ascertain artifacts through grade band levels. That data collected will be used to measure the rate of completion for each grade level.

GSD Chapter 339 Evidence Collection Plan

GRADE 3-5 BAND				
	Career Awareness and Preparation 13.1	Career Acquisition (Getting a Job) 13.2	Career Retention and Advancement 13.3	Entrepreneurship 13.4
Grade 3	13.1 Smart Futures: Preparation for Careers Smart Futures: The Importance of Planning	13.2 Smart Futures: Researching Job Opportunities Smart Futures: Writing a Personal Letter Smart Futures: The Importance of Planning	13.3 Smart Futures: Successful Attitudes and Work Habits Smart Futures: The Importance of Planning Smart Futures: The Importance of Planning	
Grade 4	13.1 Smart Futures: Interests & Abilities Smart Futures: Six Career Paths	13.2 Smart Futures: Writing a Business Letter	13.3 Smart Futures: Interests & Abilities Smart Futures: Cooperation in Group Settings Part II Smart Futures: My Personal Schedule	13.4 Smart Futures: Risks and Rewards of Entrepreneurship Smart Futures: Steps of Creating a Good or Service

Grade 5	13.1 Smart Futures Lessons: #7: What is a Career Plan? #8: Choosing a Career #9: Career Training Programs	13.2 Smart Futures Lessons: #5: Applying Successful Attitudes and Work Habits #7: What is a Career Plan? #10: Speaking Skills #12: Researching Job Opportunities	13.3 Smart Futures Lessons: #5: Applying Successful Attitudes and Work Habits #10: Speaking Skills #15: Budgeting	13.4 Smart Futures Lessons: #13: Character Traits of Real Entrepreneurs
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GRADE 6-8 BAND				
	Career Awareness and Preparation 13.1	Career Acquisition (Getting a Job) 13.2	Career Retention and Advancement 13.3	Entrepreneurship 13.4
Grade 6	13.1 Smart Futures Lesson: #13: Changing Workplace	13.2	13.3 Smart Futures Lessons: #12: Learning Style Inventory #13: Changing Workplace	13.4 Smart Futures Lesson: #14: My Business Plan

Grade 7	13.1 Smart Futures Lesson: #3: Conflict Resolution	13.2 Smart Futures Lessons: #2: My Resume Activity #3: Conflict Resolution #10: Career Acquisition Documents	13.3 Smart Futures Lessons: #3: Conflict Resolution #9: Budgeting	13.4 Smart Futures Lesson: #4: Learning from Entrepreneurs
Grade 8	13.1 Smart Futures Lessons: #1: Career Clusters and Pathways #5: My Interest Survey #6: My Work Values Survey #7: Knowledge Skill Ability Survey #15: Economics of Jobs #16: Explore Your CTC	13.2 Smart Futures Lessons: #8: Career Research #11: Goal Setting	13.3 Smart Futures Lesson: #11: Goal Setting	13.4

GRADE 9-11 BAND				
	<u>Career Awareness and Preparation 13.1</u>	<u>Career Acquisition (Getting a Job) 13.2</u>	<u>Career Retention and Advancement 13.3</u>	<u>Entrepreneurship 13.4</u>

Grade 9	13.1.11.A – Relate careers to individual interests, abilities, and aptitudes *Grade 9 Digital Literacy SmartFutures Grade Band 9-11 Activity #1, 2, 5, 6, 7	13.2.11.B- Apply research skills in searching for a job *Grade 9 Digital Literacy SmartFutures Grade Band 9-11	13.3.11.D- Develop a personal budget based on career choice *Balanced budget assignment *Introduction to Algebra Grade 9 SmartFutures Grade Band 9-11 Activity #15	
Grade 10	13.1.11.D- Evaluate school-based opportunities for career awareness/ preparation: *Work-based learning such as career interviews *Driver's Education SmartFutures Grade Band 9-11 Activity #4	13.2 Driver's Ed SmartFutures Grade Band 9-11 Activity #8	13.3 English 10 SmartFutures Grade Band 9-11 Activity #13	

Grade 11	13.1.11.E – Justify the selection of a career *ASVABS 13.1.11.F- Analyze the relationship between career choices and career preparation opportunities *Career Exploration Course SmartFutures Grade Band 9-11 Activity #10 & 11 Update #7	13.2.11.C- Develop and assemble, for career portfolio placement, career acquisition documents: (Job Application) *Career Exploration Course SmartFutures Grade Band 9-11 Activity #3, 6, 9, 12, 16	13.3.11.D- Develop a personal budget based on career choice *Balanced budget assignment *Grade 11 Personal Finance SmartFutures Grade Band 9-11 Activity #15	13.4.11.C- Develop a business plan for an entrepreneurial concept of personal interest and identify available resources through *Business Week activities, events, and assignments or through lessons on entrepreneurship. *Grade 11 Career Exploration SmartFutures Grade Band 9-11 Activity #14
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GSD 339 EVIDENCE COLLECTION PLAN LIFE SKILLS/AUTISTIC SUPPORT GRADES K-12			
	EVES	RAMS	GHS
13.1	Grade 3 LSS - Student can point to community or job helpers .--choose an activity at break	LSS Grade 5-8 Daily Living Skills classroom AS Grade 7 Level A- SF K-3 #5 eration in Group Settings Level B- SF 4-5 #3 eration in Group Settings [	Grade 9 Level A - Match careers to with pictures Point to munity helpers within the munity sites Level B -Explain what ifications are needed for ific careers Student participates skills inventory

		Level C - SF 6-8 #3 eting AS Grade 8 Level A - SF K-3 #1 My sts; #3 Preparation for rs Level B - SF 4-5 #4 My nal Schedule Level C- SF 6-8 #5 My st Survey; # 7 Knowledge Ability Survey	
13.2	Grade 3 LSS - Calendar/group meeting A.S.-follow daily schedule	LSS Grade 5 ng Career Unit LSS Grade 7 ng Job Assessment ey LSS Grade 8 ng Job Exploration ect AS Grade 5 Level A - SF K-3 How to Be An RA Good Listener; uccessful Attitudes Work Habits Level B - SF 4-5 Speaking Skills; #5 lying Successful ude and Work its AS Grade 6 Level A - SF K-3 ooperation in Group ngs	Grade 10 Level A - Selects/writes basic mation within a simple job ication. Choose attire based on a k situation Level B - Complete a job ication. Create and follow an on plan for a specific job (dbank)

		Level B- SF 4-5 #3 operation in Group ings Part II Level C - SF 6-8 onflict Resolution	
13.3	Grade 4 LSS - Student will select his/her personal interests by choosing a toy, book, movie, or activity that they enjoy A.S.-follow a schedule	LSS Grade 8 Workplace and community social s AS Grade 5 Level A - SF #14 How to Be LTRA Good ener; #6 uccessful Attitudes Work Habits Level B- SF #10 Speaking s; #5 Applying uccessful Attitude Work Habits AS Grade 6 Level A - SF #9 Lifelong ning Level B - SF #9 Career ning Programs Level C - SF #12 Learning e Survey AS Grade 7 Level A - SF #5 Cooperation roup Settings; #8 r Is Money d? Level B - SF #1 Cooperation roup Settings II; #15 getting	Grade 11 Level A - Following daily schedule (matching specific activities to schedule) Student will exchange money for a specific service (haircut) Level B -Completing a checking account activity (Delux Banking) Student works within a peer group within a community volunteer opportunity --cooperative constructive criticism

		Level C - SF #3 Conflict olution; #9 getting AS Grade 8 Level B - SF #1 Interests and ities	
13.4	Grade 4 LSS - Student will watch a video that shows a business or factory AS - watch a video about a variety of careers	LSS Grade 6 ng Adding money and ing change AS Grade 6 Level A - SF K-3 What Is epreneurship? Level B - SF 4-5 What Is A Career ? Level C - SF 6-8 My Business Plan	Grade 12 Level A -Participate in a luncheon fundraiser (specific job-wait staff) Student follows 2-3 step direction within a given job within a community work situation Level B -Participate in a luncheon fundraiser (specific job-wait staff) Student follows directions given by a supervisor to complete a 6-12 step task within a volunteer opportunity

Career Placement and Transition Services

For all students from school to work, Postsecondary or Military

School: Elk Valley Elementary School

Grade	# of Students	Guidance Activity that leads to...	Employment	Postsecondary Education	Military
K - 4	530	My Interests	X	X	X
K & 1	191	Community Roles	X	X	X
1 - 3	297	Using What You Learn in School	X		
2	106	How to be a Good Listener	X	X	X
2	106	Preparations for Careers	X	X	X
2	106	Changing Roles	X	X	X
2 & 4	232	Cooperation in Group Settings	X	X	X
2 & 4	232	Researching Job Opportunities	X	X	X
2	106	What is Entrepreneurship?	X	X	
3	107	Successful Attitudes and Work habits	X	X	X
3	107	Lifelong Learner	X	X	X
3	107	Character Traits of Entrepreneurs	X	X	
3	107	Importance of Planning	X	X	X
4	126	Speaking Skills	X	X	X
4	126	Six Career Paths	X	X	X
4	126	What is a Career Plan	X	X	X

School: Rice Avenue Middle School

Grade	# of Students	Guidance Activity that leads to...	Employment	Postsecondary Education	Military
5	105	Applying Successful Work Habits and Attitude	X	X	X
5-8	447	Interests and Abilities	X	X	X
5	105	Choosing a Career	X	X	X
5	105	Career Training Programs	X	X	X
5	105	Character Traits of an Entrepreneur	X	X	
5	105	Creating a Good or Services	X	X	X
6, 7	226	Learning Style Survey	X	X	X
6	112	Conflict Resolution	X	X	X
6	112	Career Clusters and Pathways	X	X	X
6	112	Economics of Jobs	X	X	X
6	112	Changing Workplace	X	X	X
7	114	Goal Setting	X	X	X
7	114	Career Research	X	X	X
7	114	Learning from Entrepreneurs	X	X	X
8	116	Explore your CTC	X		
8	116	My Resume	X		
8	116	Career Acquisition Documents	X	X	X
8	116	Skills and Ability Survey	X	X	X
8	116	My Work Values	X	X	X

School: Girard High School

Grade	# of Students	Guidance Activity that leads to...	Employment	Postsecondary Education	Military
9	123	Thinking About Career Success	X	X	X
9, 11	246	Personal Interests	X	X	X
9	123	Personality Type	X	X	X
9, 11	246	Career Clusters and Pathways	X	X	X
9	123	Abilities and Aptitude	X	X	X
10	113	Preparation for Career	X	X	X
10	113	Active Listening	X	X	X
10	113	Experiencing Careers While in School	X	X	X
11	123	Job Application	X		
11, 12	256	Setting a Career Goal	X	X	X
11, 12	256	Programs and Majors		X	
11, 12	256	School and College Survey		X	
11, 12	256	My Resume	X		
11	123	Job Interviews	X		
11, 12	256	College Tours		X	
11, 12	256	Career Presentations	X	X	X
11, 12	256	Military Talks			X
11	123	ASVAB	X		X
11, 12	30	OVR	X		
12	15	Diversified Occupations	X	X	
12	15	NOCTI	X		
11 & 12	256	College & Career Fairs	X	X	X

Job Descriptions

GIRARD SCHOOL DISTRICT

TITLE: **Secondary School Counselor**

QUALIFICATIONS:

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

REPORTS TO: Building Principal, Director of Special Education

JOB GOAL: To address students' educational, social, emotional needs and to guide them to a positive transition from high school to higher education or a job.

RESPONSIBILITIES:

1. Maintains a coordinated system of student records, reviews new student records and interprets records to staff, parents, and students.
2. Consults with school staff and parents regarding the assessment results of individual students.
3. Maintains educational and career information for students and parents in order to make academic and career decisions.

4. Provides proactive counseling, including individuals and group counseling, to meet the needs of each student.
5. Maintains an open door for students who may need counseling immediately.
6. Coordinates orientation activities for students new to each grade level of education and for transferring students.
7. Analyses assessment and test data to students, parents, and professional staff to make good instructional decisions that will increase student achievement.
8. Promotes the guidance program to the community through various media.
9. Makes referrals to agencies and resources available outside the school.
10. Collaborates with parents, teachers, and professional staff members to develop and improve educational plans for individual students.
11. Assists in the educational and vocational placement of students.
12. Collaborates with the professional staff and administration regarding curriculum development.
13. Consults with parents and professional staff regarding the identification and placement of exceptional students.
14. Works with students and parents to develop class schedules for students on a continual basis.
15. Designs, coordinates, and implements the district secondary guidance curriculum within the counselor's building assignment.
16. Meets a minimum of three times per year with the building principal to address issues concerning guidance.
17. Performs testing duties for assigned grade level(s) and building.
18. Coordinates the scheduling and administration of all district assessments at the building level.
19. Performs other reasonable duties as are assigned by the principal for the wellbeing of the student.

TERMS OF EMPLOYMENT: 185 work days, salary to be established by the

Superintendent and Board of Education and in accordance with the Professional Contract.

EVALUATION: Performance of this job will be evaluated annually by the Building Principal in accordance with Board policy on the evaluation of Professional Personnel and in accordance with the Professional Contract.

I have reviewed the above job description and the analysis and understand the requirements of the position.

Employee

Date

Initials of Management _____

Secondary Guidance Job Description Approved 3/26/2018

GIRARD SCHOOL DISTRICT

TITLE: Elementary School Counselor

QUALIFICATIONS:

1. At least three years of successful teaching experience or equivalent job experience is preferred.
2. Holds a valid Pennsylvania Elementary School Counselor Certification as set by the state authorities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Elementary Building Principal

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

RESPONSIBILITIES:

1. Maintains a coordinated system of student records, reviews new student records and interprets records to staff, parents, and students.
2. Works collaboratively with classroom teachers, special educators, Title I staff, school based coach and math/reading instructor to determine the needs of the individual students.
3. Analyze and interpret data to make good instructional decisions that will increase student achievement.
4. Consults with school staff and parents regarding the assessment results of individual students.
5. Maintains educational and career information for students and parents.
6. Provides individual and small group counseling to students.
7. Coordinates orientation activities for students to each new level of education and for transferring students.
8. Analyzes assessment data and test results to students, parents, and professional staff.
9. Promotes guidance programs to the community through various media.
10. Makes referrals to agencies and resources available outside the school.
11. Collaborates with parents, teachers, and other staff members to improve the educational prospect of individual students.
12. Assists in the educational placement of students.
13. Collaborates with the professional staff and administration regarding curriculum development.
14. Consults with parents and professional staff regarding the identification and placement of exceptional students.

15. Participates as an active member of the Core Team.
16. Designs and manages a comprehensive developmental guidance program within the counselor's building assignment.
17. Works collaboratively with other professionals to develop and implement a parenting program.
18. Meets a minimum of four times with the curriculum director to address issues concerning guidance.
19. Assists the administration in implementing all policies and or rules governing student life and conduct, and develops reasonable rules of behavior and procedures, which maintain order in the classroom in a fair and just manner.
20. Coordinates scheduling and administration of all district level assessments at the building level.
21. Performs other reasonable duties as assigned by the principal for the well-being of the student.

TERMS OF EMPLOYMENT: 185 work days, salary to be established by the Superintendent and Board of Education, and in accordance with the Professional Contract.

EVALUATION: Performance of this job will be evaluated annually by the Building Principal in accordance with Board policy on the evaluation of Professional Personnel, and in accordance with the Professional Contract.

I have reviewed the above job description and the analysis and understand the requirements of the position.

Employee _____

Date _____

Initials of Management _____

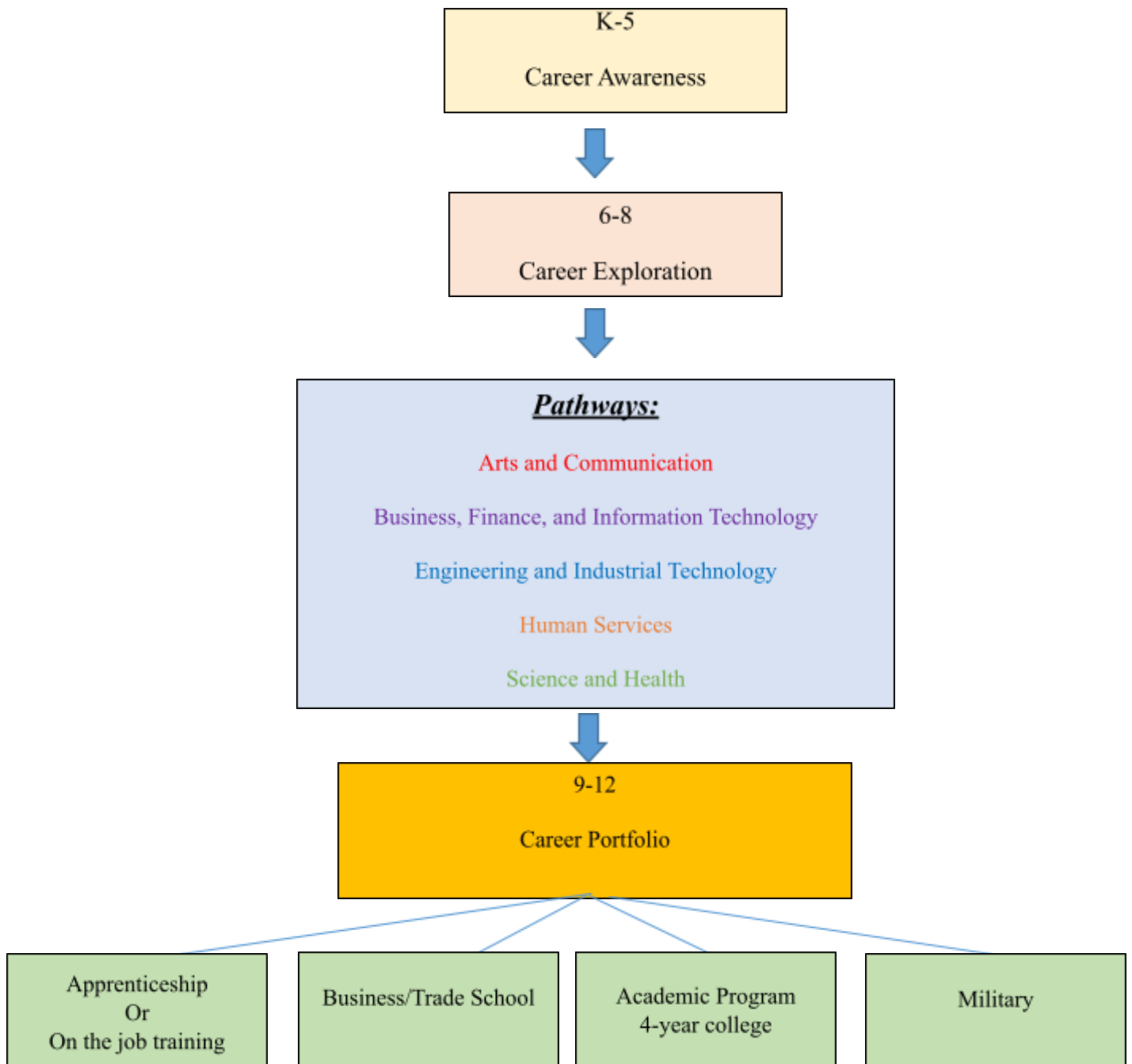
Elementary Guidance Counselor Job Description Approved March 26, 2018

Appendix A: Curriculum Action Plan

"College, Career and Life Readiness" means that individuals possess the knowledge and skills necessary to succeed in life after high school and to thrive in their community.

CAREER PATHWAY

GIRARD SCHOOL DISTRICT



Connecting Careers, Curriculum, and Character Education

What are Career Pathways?

Each pathway is a broad grouping of careers that share similar characteristics and whose employment requirements call for many common interests, strengths, and competencies. A chosen Pathway focuses on a student's elective courses toward preparing for a specific goal area. Career pathways provide opportunities for students to explore similarly grouped career options. They also serve as an organizing tool for schools to help focus curriculum and bring relevance into the classroom.

Why should I choose a career pathway?

- To help focus on a career area that matches interests
- To help set goals and align classes necessary to achieve those goals
- To create career awareness
- To encourage planning for workforce or postsecondary education opportunities
- To provide knowledge that relates the high school experience to the world after graduation

How do I choose a career pathway?

- You will research various career fields in middle school
- You will take a Career Explorations course in tenth grade to help guide your decision-making process
- Your counselors, parents and teachers will assist you
- You will utilize various software tools to explore and research various careers



Arts and Communications (AC)

Careers in the Arts, Audio-Video Technology and Communications involve designing, producing, exhibiting, performing, writing and publishing multimedia content including visual and performing arts and design, journalism and entertainment services.

Career cluster areas:

- Audio and Video Technology and Film
- Printing Technology and Graphic Communication Technology
- Visual Arts
- Performing Arts
- Journalism and Broadcasting
- Telecommunications

Business, Finance, and Information Technology (BFIT)

Business management and administration careers encompass planning, organization, directing and evaluating business functions essential to efficient and productive business operations.

Career cluster areas:

- Marketing, Sales, and Service
- Finance
- Business Management
- Information Technology

Engineering and Industrial Technology (EIT)

This career pathway is designed to cultivate students' interest, awareness and application to areas related to technologies necessary to design, develop, install or maintain physical systems.

Career cluster areas:

- Architecture and Construction
- Manufacturing
- Engineering and Engineering Technology
- Transportation, Distribution, and Logistics

Human Services (HS)

This career pathway is designed to cultivate students' interests, skills and experience for employment in careers related to families and human needs.

Career cluster areas:

- Counseling and Personal Care
- Education
- Law, Public Safety, and Government
- Hospitality and Tourism

Science and Health (SH)

This career pathway is designed to cultivate students' interest in the life, physical and behavioral sciences. In addition, the planning, managing and providing of therapeutic and diagnostic services, health information and biochemistry research development.

Career cluster areas:

- Health Science
- Agriculture, Food, and Natural Resources
- Science, Technology, and Math

Arts and Communications (AC) Pathway

This Pathway is designed to cultivate students' awareness, interpretation, application, and production of visual, verbal, and written work.

Are you interested in...	Can you...	Do you enjoy...
❖ News reporting and writing ❖ Interviewing and reviewing ❖ Multi-media productions ❖ Acting ❖ Radio, TV, Film, Video ❖ Performing in a band or chorus ❖ Attending concerts ❖ Drawing, painting ❖ Artwork	❖ Sing ❖ Play an instrument ❖ Be creative ❖ Act ❖ Articulate clearly ❖ Write and conduct interviews ❖ Meet deadlines ❖ Sell ❖ Draw ❖ Sculpt	❖ Writing ❖ Making videos ❖ Working with film props ❖ Seeking creative ideas ❖ Working with sound effects ❖ Performing in front of an audience ❖ Working with computers

If you answered “yes” for many of these questions, you might consider a future in one of the sample occupations listed below.

SAMPLE CAREERS

Entry	Technical/Skilled	Professional (4+ college)
❖ Announcer ❖ Copy person ❖ Dancer ❖ Desktop publisher ❖ Film loader ❖ Floral designer ❖ Florist ❖ Model ❖ Newsroom worker ❖ Photographer	❖ Actor ❖ Animator ❖ Artist ❖ Broadway technician ❖ Choreographer ❖ Computer graphic artist ❖ Dancer ❖ Desktop publisher ❖ Disc jockey ❖ Fashion designer	❖ Advertising creator ❖ Art director ❖ Art or music teacher ❖ Cinematographer ❖ Composer ❖ Copywriter ❖ Curator ❖ Editor ❖ Fashion designer ❖ Film editor

❖ Radio operator ❖ Sound technician ❖ Stag hand ❖ Stunt performer ❖ TV, Video, and movies	❖ Illustrator ❖ Jeweler ❖ Make-up artist ❖ Musician ❖ Recording Engineer ❖ Video manager ❖ Web designer	❖ Industrial designer ❖ Interior designer ❖ Multi-media artist ❖ Music critic ❖ Music director ❖ News broadcaster ❖ News writer ❖ Producer and director ❖ Telecommunications ❖ Writer
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Schedule for Arts, AV Technology and Communications Pathway

	Grade 9:	Grade 10:	Grade 11:	Grade 12:
English Core Class:	Academic/Honors English 9	Academic/Hon. English 10	Academic/Honors English 11 RMU Argument and Research RMU Classic/Modern Lit	Academic/Honors English 12 RMU Argument and Research RMU Classic/Modern Lit
Science Core Class:	Physical Science Honors Biology	Academic/Honors Biology Honors Chemistry	Honors Physics RMU Biology RMU Chemistry A/B RMU Physics I	Science Elective RMU Biology AP Chemistry A/B RMU Physics I
History Core Class:	Academic/Honors U.S. & World History I AP Human Geography	Academic/Honors U.S. and World History II AP US Government	Academic/Honors US Government AP US Government	Academic/Honors Economics AP World History
Math Core Class:	Intro/Intermediate Algebra Honors Algebra I Honors Algebra II Honors Geometry	Academic/Honors Geometry Honors Algebra II Trigonometry	Topics in Algebra II RMU Statistics RMU Pre-Calculus Trigonometry Academic Algebra II	Trigonometry RMU Pre-Calculus RMU Calculus RMU Statistics Senior Math
Required Elective:	Health 9 Phys. Ed 9 Digital Literacy	Driver's Ed/Phys. Ed	Health 11 Phys. Ed 11 Career Exploration Personal Finance	Arts, AV Tech & Comm. Elective
Choice Elective:	Arts, AV Tech & Comm. Elective	Arts, AV Tech & Comm. Elective	Arts, AV Tech & Comm. Elective	Arts, AV Tech & Comm. Elective
Choice Elective:	General Elective /Band/Choir	General Elective /Band/Choir	General Elective /Band/Choir	General Elective Band/Choir
Choice Elective:		ECTS Program	ECTS Program RCI/Dual Enrollment	ECTS Program RCI/Dual Enrollment

Pathway Electives for Arts, AV Technology, and Communications			
Art Ceramics Concert Band Concert Chorus Marching Band Spanish I* French I* Robotics	Art Ceramics Crafts Concert Band Concert Chorus Marching Band Spanish I & II* French I&II* Robotics Intro to Engineering	Art Ceramics Crafts Concert Band Concert Chorus Marching Band Spanish I, II, III, IV French I, II, III, IV Robotics SAT/ACT Prep* Intro to Engineering	Art Ceramics Crafts Concert Band Concert Chorus Marching Band Spanish I, II, III, IV French I, II, III, IV Robotics Mass Media Revolution SAT/ACT Prep* Intro to Engineering

* Recommended for students that plan to attend a four year college

Business, Finance, and Information Technology (BFIT) Pathway

This Pathway is designed to prepare students in the world of business, finance, and information services.

Are you interested in...	Can you...	Do you enjoy...
❖ A business environment ❖ Office management ❖ Sales ❖ Computers and technology ❖ Presentations to groups ❖ Telecommunications ❖ Advertising ❖ Different work sites ❖ Record keeping	❖ Work easily with others ❖ Organize your time ❖ Work with statistics ❖ Use computers and other technology ❖ Pay attention to details ❖ Solve problems ❖ Work independently ❖ Show initiative ❖ Work on a team	❖ Meeting with groups ❖ Making budgets ❖ Organizing a project ❖ Planning an event ❖ Working with technology ❖ Selling products and services ❖ Processing numbers ❖ Preparing financial reports ❖ Following directions ❖ Learning new software programs

If you answered “yes” to many of these questions, you might consider a future in one of the sample occupations listed below.

SAMPLE CAREERS

Entry	Technical/Skilled	Professional (4+ college)
❖ Account executive ❖ Accounts payable manager ❖ Administrative assistant/Secretary ❖ Advertising sales agent ❖ Bank teller ❖ Cashier ❖ Computer operator ❖ Customer service representative	❖ Bank collection officer ❖ Claims adjuster ❖ Computer programmer ❖ Computer salesperson ❖ Computer support specialist ❖ Desktop publisher ❖ Graph designer ❖ Legal secretary ❖ Medical secretary	❖ Actuary ❖ Business analysts ❖ Certified public accountant ❖ Chief executive officer ❖ E-commerce analyst ❖ Economist ❖ Financial manager ❖ Hospital administrator ❖ Human resources manager

❖ Data entry ❖ Payroll clerk ❖ Retail sales clerk ❖ Shipping and receiving clerk ❖ Telemarketer ❖ Title searcher	❖ Paralegal ❖ Production support analyst ❖ Real estate agent ❖ Restaurant manager ❖ Retail technician ❖ Sales representative ❖ Software engineer ❖ Tax preparer	❖ Manufacturing sales ❖ Marketing manager ❖ Project manager ❖ Representative ❖ Securities sales representative ❖ Sports and entertainment agent ❖ Systems analysis ❖ Systems software engineer
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Schedule for Business, Finance & Information Technology Pathway

	Grade 9:	Grade 10:	Grade 11:	Grade 12:
English Core Class:	Academic/Honors English 9	Academic/Hon. English 10	Academic/Honors English 11 RMU Argument and Research RMU Classic/Modern Lit	Academic/Honors English 12 RMU Argument and Research RMU Classic/Modern Lit
Science Core Class:	Physical Science Honors Biology	Biology Honors Chemistry	Honors Physics RMU Biology AP Chemistry A/B RMU Physics I	Science Elective RMU Biology AP Chemistry A/B RMU Physics I
History Core Class:	Academic/Honors U.S. & World History I., AP Human Geography	Academic/Honors U.S. & World History II AP US Government	Academic/Honors US Government AP US Government	Academic/Honors Economics AP World History
Math Core Class:	Intro/Intermediate Algebra Honors Algebra I Honors Algebra II Honors Geometry	Academic/Honors Geometry Honors Algebra II Honors Geometry Trigonometry	RMU Statistics RMU Pre-Calculus Trigonometry	Trigonometry RMU Pre-Calculus RMU Calculus RMU Statistics Senior Math
Required Elective:	Health 9 Phys. Ed 9 Digital Literacy	Driver's Ed/Phys. Ed	Health 11 Phys. Ed 11 Career Exploration Personal Finance	Business, Finance & Information Elective
Choice elective:	Business, Finance & Information Elective	Business, Finance & Information Elective	Business, Finance & Information Elective	Business, Finance & Information Elective
Choice elective:	General Elective /Band/Choir	Business, Finance & Information Elective	Business, Finance & Information Elective	Business, Finance & Information Elective
Choice Elective:		General Elective /Band/Choir	General Elective /Band/Choir	General Elective /Band/Choir
		ECTS Program	ECTS Program RCI/Dual Enrollment	ECTS Program RCI/Dual Enrollment
	Pathway Electives for Business, Finance & Information Technology			
	French I* Spanish I*	Accounting I Business Law I French I & II* Spanish I & II*	Accounting I & II Business Law I & II French I, II, III & IV* Spanish I, II, III & IV* SAT/ACT Prep*	Accounting I & II Business Law I & II French I, II, III & IV* Spanish I, II, III & IV* SAT/ACT Prep*

* Recommended for students that plan to attend a four year college

Engineering and Industrial Technology (EIT) Pathway

This Pathway is designed to cultivate students' interest, awareness and application to careers related to technologies necessary to design, develop, install, and maintain physical systems.

Are you interested in...	Can you...	Do you enjoy...
❖ Building and construction ❖ Tools, equipment and materials ❖ Woodworking ❖ Math and science classes ❖ Fitness and sports ❖ Precision work ❖ Design and architecture ❖ Engineering ❖ Computer technology ❖ Production management ❖ How things work	❖ Apply science and math to the real world ❖ Read and understand directions ❖ Solve problems ❖ Understand and read maps ❖ Organize reports and people ❖ See a task through to completion ❖ Use a computer	❖ Travel ❖ Working with your hands ❖ Designing/working with projects, models, and prototypes ❖ Working in a lab ❖ Working on a team ❖ Operating tools and equipment ❖ Paying close attention to detail

If you answered "yes" for many of these questions, you might consider a future in one of the sample occupations listed below.

SAMPLE CAREERS

Entry	Technical/Skilled	Professional (4+ college)
❖ Baggage handler ❖ Carpet installer ❖ Dock worker ❖ Drywall worker ❖ Freight handler ❖ Industrial machine mechanic ❖ Laborer ❖ Machine operator ❖ Roofer	❖ Air traffic controller ❖ Auto body repair ❖ Auto mechanic ❖ Bus driver ❖ CAD/CAM technician ❖ Civil engineering technician ❖ Diesel mechanic ❖ Dispatch ❖ Electrical technician	❖ Aeronautical engineer ❖ Aerospace engineer ❖ Airline pilot ❖ Architect ❖ Astronaut ❖ Chemical engineer ❖ Civil engineering ❖ Construction manager ❖ Cost estimator

❖ Warehouse worker	❖ Grader and dozer operator	❖ Industrial engineering
Apprenticeships	❖ Laser technician	❖ Industrial production manager
❖ Brick mason	❖ Metal engineering technician	❖ Mechanical engineering
❖ Carpenter	❖ Motorcycle mechanic	❖ NASA scientist
❖ Diesel Mechanic	❖ Production and operating worker	❖ Navigator
❖ Electrician	❖ Robotics technician	❖ Nuclear engineer
❖ HVAC	❖ Supervisor	❖ Petroleum engineer
❖ Machinist	❖ Taxi driver	❖ Purchasing agent
❖ Plumber	❖ Truck driver	❖ Technical writer
❖ Surveyor	❖ Truck terminal manager	❖ Transportation engineer
	❖ Welder	

Schedule for Engineering & Industrial Technology Pathway

	Grade 9:	Grade 10:	Grade 11:	Grade 12:
English Core Class:	Academic/Honors English 9	Academic/Hon. English 10	Academic/Honors English 11 RMU Argument & Research RMU Classic/Modern Lit	Academic/Honors English 12 RMU Argument & Research RMU Classic/Modern Lit
Science Core Class:	Physical Science Honors Biology	Biology Honors Chemistry	Honors Physics RMU Biology AP Chemistry A/B RMU Physics	Science Elective RMU Biology AP Chemistry A/B RMU Physics
History Core Class:	Academic/Honors U.S. & World History I	Academic/Honors U.S. & World History II AP US Government	Academic/Honors US Government AP US Government	Academic/Honors Economics AP World History
Math Core Class:	Intro/Intermediate Algebra Honors Algebra I Honors Algebra II Honors Geometry	Academic/Honors Geometry Honors Algebra II Honors Geometry Trigonometry	Topics of Algebra II RMU Statistics Trigonometry RMU Pre-Calculus Academic Algebra II	Algebra II Senior Math Trigonometry RMU Pre-Calculus RMU Calculus RMU Statistics
Required Elective:	Health 9 Phys. Ed 9 Digital Literacy	Driver's Ed/Phys. Ed	Health 11 Phys. Ed 11 Career Exploration Personal Finance	Engineering & Ind. Technology Elective
Choice Elective:	Engineering & Ind. Technology Elective	Engineering & Ind. Technology Elective	Engineering & Ind. Technology Elective	Engineering & Ind. Technology Elective

Choice Elective:	General Elective /Band/Choir	Engineering & Ind. Technology Elective	Engineering & Ind. Technology Elective	Engineering & Ind. Technology Elective
Choice Elective:		General Elective /Band/Choir	General Elective /Band/Choir	General Elective /Band/Choir
		ECTS Program	ECTS Program RCI/Dual Enrollment	ECTS Program RCI/Dual Enrollment
Pathway Electives for Engineering & Industrial Technology				
French I* Spanish I*	French I & II* Spanish I & II*	French I, II, III & IV Spanish I, II, III & IV Construction Tech & Home Maintenance Robotics Introduction to Engineering	French I, II, III & IV Spanish I, II, III & IV Construction Tech & Home Maintenance Robotics Introduction to Engineering SAT/ACT Prep*	French I, II, III & IV Spanish I, II, III & IV Construction Tech & Home Maintenance Robotics Introduction to Engineering SAT/ACT Prep*

*** Recommended for students that plan to attend a four year college**

Human Services (HS) Pathway

This Pathway is designed to cultivate students' interests, skills, and experiences for employment in careers related to family and human needs.

Are you interested in...	Can you...	Do you enjoy...
❖ Working with people ❖ Owning your own business ❖ Aging adults ❖ Child development ❖ Family and social services ❖ Food preparation ❖ Teaching ❖ Counseling	❖ Organize well ❖ Plan and direct programs ❖ Be creative ❖ Communicate well ❖ Assume leadership roles ❖ Work with a team ❖ Be conscientious and dependable ❖ Plan budgets	❖ Communication services ❖ Helping and protecting others ❖ Working with people ❖ Counseling and advising people ❖ Serving other's needs ❖ Interviewing people ❖ Selling products or services ❖ Handling customer complaints ❖ Human problems

If you answered "yes" to many of these questions, you might consider a future in one of the sample occupations listed below.

SAMPLE CAREERS

Entry	Technical/Skilled	Professional (4+ college)
❖ Aerobics instructor ❖ Baker ❖ Child care worker ❖ Cosmetic representative ❖ Dry cleaning operator ❖ Home health aide ❖ Library assistant ❖ Postal services worker ❖ Security guard ❖ Teacher's assistant	❖ Barber ❖ Chef ❖ Cosmetologist ❖ Fashion designer ❖ Firefighter ❖ Flight attendant ❖ Manicurist ❖ Massage therapist ❖ Mortician ❖ Personal trainer	❖ Counselor ❖ Criminologist ❖ Executive chef ❖ FBI agent ❖ Food services manager ❖ Funeral director ❖ Hotel/motel management ❖ Lawyer ❖ Park ranger ❖ Police officer

❖ Travel agent	❖ Police officer	❖ Principal
❖ Utility worker	❖ Postmaster	❖ Professor
❖ Waitress	❖ Teacher's aide	❖ Teacher
	❖ Truck driver	❖ Therapist

Schedule for Human Services Pathway

	Grade 9:	Grade 10:	Grade 11:	Grade 12:
English Core Class:	Academic/Honors English 9	Academic/Hon. English 10	Academic/Honors English 11 RMU Argument and Research RMU Classic/Modern Lit	Academic/Honors English 12 RMU Argument and Research RMU Classic/Modern Lit
Science Core Class:	Physical Science Honors Biology	Academic/Honors Biology Honors Chemistry	Honors Physics RMU Biology AP Chemistry A/B RMU Physics	Science Elective RMU Biology AP Chemistry A/B RMU Physics
History Core Class:	Academic/Honors U.S. & World History I AP Human Geography	Academic/Honors U.S. & World History II AP US Government	Academic/Honors US Government AP US Government	Academic/Honors Economics AP World History
Math Core Class:	Intro/Intermediate Algebra Honors Algebra I Honors Algebra II Honors Geometry	Academic/Honors Geometry Honors Algebra II Honors Geometry Trigonometry	Topics of Algebra II RMU Statistics RMU Pre-Calculus Trigonometry Academic Algebra II	Senior Math Algebra II Trigonometry RMU Pre-Calculus RMU Calculus RMU Statistics
Required Elective:	Health 9 Phys. Ed 9 Digital Literacy	Driver's Ed/Phys. Ed	Health 11 Phys. Ed 11 Career Exploration Personal Finance	Human Services Pathway Elective
Choice Elective:	Human Services Pathway Elective	Human Services Pathway Elective	Human Services Pathway Elective	Human Services Pathway Elective
Choice Elective:	General Elective /Band/Choir	Human Services Pathway Elective	Human Services Pathway Elective	Human Services Pathway Elective
Choice Elective:		General Elective /Band/Choir	General Elective /Band/Choir	General Elective /Band/Choir
		ECTS Program	ECTS Program RCI/Dual Enrollment	ECTS Program RCI/Dual Enrollment
	Pathway Electives for Human Services			
	French I* Spanish I*	Business Law I French I & II* Spanish I & II*	Business Law I & II French I, II, III & IV* Spanish I, II, III & IV*	Adaptive Art Aide French I, II, III & IV* Spanish I, II, III & IV*

Teen Cuisine Criminal Justice Wellness and Nutrition	Teen Cuisine Wellness and Nutrition Criminal Justice	Teen Cuisine Adaptive Phys. Ed. Aide Criminal Justice Local & PA History SAT/ACT Prep* Psychology Sociology Wellness and Nutrition	Teen Cuisine Adaptive Phys. Ed. Aide Criminal Justice Local & PA History SAT/ACT Prep* Psychology Sociology Wellness and Nutrition Mass Media Revolution
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*** Recommended for students that plan to attend a four year college**

Science and Health (SH) Pathway

This Pathway is designed to cultivate students' interests in the life, physical and behavioral sciences. In addition, it involves planning, managing and producing therapeutic services, diagnostic services, health information and biochemistry research and development. Many of the careers involved with the food, fiber, environmental and natural resource systems fall under this pathway.

Are you interested in...	Can you...	Do you enjoy...
❖ Health care environment ❖ Science and medicine ❖ Medical research ❖ Food production ❖ Environment and conservation ❖ Pharmacy ❖ Animals ❖ Physical therapy ❖ Sports and fitness ❖ Information systems ❖ Radiology	❖ Pay attention to detail ❖ Use a computer and technology ❖ Work in a lab setting or medical facility ❖ Apply scientific theory to real life problems ❖ Work outdoors around animals and plants ❖ Collect and analyze data from experiments ❖ Work with people in need ❖ Work with science and math theories	❖ Diagnosing and caring for sick animals ❖ Working outdoors with wildlife ❖ Working on cutting edge scientific research ❖ Working on a team ❖ Medical lab research ❖ Making a contribution to society ❖ Working with numbers ❖ Developing conclusions from a database

If you answered "yes" to many of these questions, you might consider a future in one of the sample occupations listed below.

SAMPLE CAREERS

Entry	Technical/Skilled	Professional (4+ college)
❖ Animal caretaker ❖ Breeder ❖ Data Entry ❖ Dialysis technician ❖ EEG technician ❖ Extension service worker	❖ Certified nursing assistant ❖ Dental hygienist ❖ Dental lab technician ❖ Emergency medical technician ❖ Fish and game worker ❖ Forest conversationalist	❖ Athletic trainer ❖ Chemist ❖ Dietician ❖ Environmental scientist ❖ Marine biologist ❖ Medical examiner

❖ Farmer ❖ Home health aide ❖ Hospital worker ❖ Nurse's aide, orderlies ❖ Optician ❖ Patient care technician ❖ Pharmacy technician ❖ Physical therapy aide ❖ Wildlife reserve worker	❖ GPS technician ❖ Licensed practice nurse ❖ Medical lab technician ❖ Personal trainer ❖ Radiological technician ❖ Respiratory therapist ❖ Surveyor ❖ Veterinary Technician	❖ Nuclear engineer ❖ Pharmacist ❖ Physician ❖ Physician assistant ❖ Registered nurse ❖ Soil conversationalist ❖ Speech/Language pathologist ❖ Veterinarian ❖ Zoologist
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Schedule for Science & Health Pathway

	Grade 9:	Grade 10:	Grade 11:	Grade 12:
English Core Class:	Academic/Honors English 9	Academic/Honors English 10	Academic/Honors English 11 RMU Argument and Research RMU Classic/Modern Lit	Academic/Honors English 12 RMU Argument and Research RMU Classic/Modern Lit
Science Core Class:	Physical Science Honors Biology	Academic/Honors Biology Honors Chemistry	Honors Physics RMU Biology RMU Anatomy & Physiology AP Chemistry A/B RMU Physics Chemistry for Health Science	RMU Biology AP Chemistry A/B RMU Anatomy & Physiology RMU Physics Chemistry for Health Science
History Core Class:	Academic/Honors U.S. & World History I AP Human Geography	Academic/Honors U.S. & World History II AP US Government	Academic/Honors US Government AP US Government	Academic/Honors Economics AP World History
Math Core Class:	Intro/Inter Algebra Honors Algebra I Honors Algebra II Honors Geometry	Academic/Honors Geometry Honors Algebra II Honors Geometry Trigonometry	Topics of Algebra II RMU Statistics RMU Pre-Calculus Trigonometry Academic Algebra II	Topics of Algebra II Trigonometry RMU Pre-Calculus RMU Calculus RMU Statistics Senior Math
Required Elective:	Health 9 Phys. Ed 9 Digital Literacy	Driver’s Ed/Phys. Ed	Health 11 Phys. Ed 11 Career Exploration Personal Finance	Science & Health Pathway Elective
Choice Elective:	Science & Health Pathway Elective	Science & Health Pathway Elective	Science & Health Pathway Elective	Science & Health Pathway Elective
Choice Elective:	General Elective /Band/Choir	Science & Health Pathway Elective	Science & Health Pathway Elective	Science & Health Pathway Elective
Choice Elective:		General Elective /Band/Choir	General Elective /Band/Choir	General Elective /Band/Choir
		ECTS Program	ECTS Program RCI/Dual Enrollment	ECTS Program RCI/Dual Enrollment
Pathway Electives for Science & Health				
Teen Cuisine French I * Spanish I * History of Sports Intro to Weightlifting Sports Nutrition Wellness and Nutrition	Business Law I Teen Cuisine French I & II* Spanish I & II* History of Sports Intro to Weightlifting Forensic Science Criminal Justice Sports Nutrition Wellness and Nutrition	Business Law I & II Teen Cuisine French I, II, III, IV Spanish I, II, III, IV History of Sports Weightlifting Adaptive Phys. Ed Aide Forensic Science Criminal Justice Outdoor Adventure Personal Fitness SAT/ACT Prep* Wellness and Nutrition Sports Nutrition	Business Law I & II Teen Cuisine French I, II, III, IV Spanish I, II, III, IV History of Sports Weightlifting Adaptive Phys. Ed Aide Forensic Science Criminal Justice Outdoor Adventure Personal Fitness SAT/ACT Prep* Sports Nutrition Wellness and Nutrition	

* Recommended for students that plan to attend a four year college

Appendix B: Erie County Technical School Certifications

FIELD	YEARS	CREDITS
AUTO BODY REPAIR	10, 11, 12	4
AUTOMOTIVE TECHNOLOGIES	10, 11, 12	4
EARLY CHILDHOOD EDUCATION	10, 11, 12	4
ART & DESIGN	10, 11, 12	4
COMPUTER NETWORKING	10, 11, 12	4
COMPUTER PROGRAMMING	10, 11, 12	4
CONSTRUCTION TRADES	10, 11, 12	4
COSMETOLOGY	10, 11, 12	4
CULINARY, BAKING AND PASTRY ART	10, 11, 12	4
DRAFTING & DESIGN ENGINEERING	10, 11, 12	4
ELECTRICAL ENGINEERING	10, 11, 12	4
EMERGENCY & PROTECTIVE SERVICES	10, 11, 12	4
FACILITIES MAINTENANCE TECH	10, 11, 12	4
GRAPHIC MEDIA AND DESIGN	10, 11, 12	4
HEALTH ASSISTANT	10, 11, 12	4
HOSPITALITY MANAGEMENT & TOURISM	10, 11, 12	4
METAL FABRICATION	10, 11, 12	4
PRECISION MACHINING	10, 11, 12	4
SPORTS THERAPY AND EXERCISE SCIENCE	10, 11, 12	4