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# **Cumberland Perry Area Vocational Technical School Grades 10-12 Guidance Plan**

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## **In Accordance**

The Cumberland Perry AVTS School Counseling Program 10<sup>th</sup> through 12<sup>th</sup> grades Guidance Plan has been created in accordance with PA Chapter 339.31: there shall be a written plan on file, approved by the local board of school directors, for the development and implementation of a comprehensive, sequential program of guidance services for kindergarten through 12th grade. The plan must include procedures for providing guidance services to AVTS's. Upon request, the plan shall be submitted to the Secretary of Education.

## **Purpose**

The purpose of Cumberland Perry AVTS's Guidance Plan is to implement and maintain a school counseling program that will provide academic, personal/social, and career services for its 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students that integrates and corresponds with its 13 sending School Districts' Comprehensive Guidance Programs. Those districts are as follows: West Perry, Big Spring, South Middleton, Cumberland Valley, Susquenita, Northern York, Upper Adams, West Shore, Mechanicsburg, Camp Hill, East Pennsboro, Greenwood, and Newport. Copies of each district comprehensive guidance plans are kept in CPAVTS Student's Service office.

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## **Philosophy**

Cumberland Perry AVTS School Counseling Program works to create a safe educational environment for all students who can learn, grow, and develop into healthy and successful community members by achieving their academic, personal/social, and career goals.

## **Mission**

Through collaboration with students, parents, and the business community, Cumberland Perry Area Vocational Technical School provides opportunities for students to achieve their goals for employment and post-secondary education, to be productive citizens, and to be contributing members of a dynamic, changing society.

## **Core Beliefs**

At Cumberland Perry AVTS we believe:

- Every student can learn and every student can succeed.
- Every student has worth and the right to be respected and treated with dignity.
- The school counseling program should use data to drive program development and evaluation.
- Every student should have access to a comprehensive school counseling program.
- The school counseling program should address specific goals and developmental student competencies in academic, personal/social, and career domains.
- Every student has the right to receive the preparation necessary to be college and career ready and ultimately become a contributing member of the commonwealth.
- The school counseling program should be planned and coordinated with the entire educational community, utilizing the combined resources of that community.
- Every student has the right to feel safe and welcomed in the school environment.

### **Student Services Staff and Assignments**

Frank Flamini, Supervisor of Pupil Personnel Services/Assistant Principal

Provides counseling services to students, serves as a liaison between CPAVTS and the sending school districts, provides support services to staff and students, and supervises the student services activities and staff.

Albert Parrillo and Lori Britcher, School Counselors

Provides services and public relations between business and industry and CPAVTS, provides academic, social/emotional, and career counseling services to all students, and provides support services to CPAVTS staff and the sending school districts.

Hal Berkstresser, Cooperative Education Coordinator

Plan, organizes, and implements a cooperative education program and provides services and public relations between business and industry and CPAVTS.

Brad Polovick and Ann Burk, Learning Support Teachers

Provides math and reading assistance, both one-on-one and small group, to students identified as learning support students; assists classroom teachers in identifying students' special learning styles and offers assistance in methodology of instruction; responsible for requisition of IEP information and the proper regulations/distribution of this information as needed to implement the IEP; and provides assistance to students with the transition from school-to-work.

## School Counseling Program Goals

### Academic Domain:

- Actively engage our students by meeting with them individually, in small groups, and in their programs to review their academic and technical progress and create plans to stay motivated and focused in completing their Programs of Study (POS) or Tech Prep tasks and end of program assessments so they can earn industry certifications, licensing, and PA Skills Certifications.
- Actively engage parents, sending school districts, business partners, and community members by communicating with them about what our students are learning through newsletters, meetings, and school events.
- Work with administration and faculty in applying the PDE Standards Align System (SAS) six common elements that ensure student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe and Supportive Schools.
- Work with administration and faculty in applying the PDE/BCTE SOAR Programs of Study that benefit our students by meeting those high standards set by the POS curriculum.
- Attend IEP meeting and provide feedback to help our students achieve their transition goals.
- Apply and or crosswalk SAS standards with ASCA student standards in the Academic Development Domain for our school counseling core curriculum action plan.

### Personal/Social Domain:

- Actively engage our students by meeting with them individually, in small groups, and in their programs to help them develop interpersonal skills in alignment with the SAS three areas: Self-awareness and Self-management; Establishing and Maintaining Relationships; and Decision Making and Responsible Behavior.
- Creating a safe school environment for all our students by working with our administration, faculty, and staff in enforcing our policies in our student handbook; i.e. bullying and harassment policy and drug and alcohol violations.
- Work with school staff, parents, sending school districts, and community agencies in identifying and referring students who are struggling with mental health and drug and alcohol issues to Students Assistance Programs.
- Apply and or crosswalk SAS standards with ASCA student standards in the Personal/Social Development Domain for our school counseling core curriculum action plan.

### Career Domain:

- Recruit students from our sending school districts by presenting career orientations, tours, newsletters, and other career awareness activities.
- Actively engage parents, sending school districts, business partners, and community members by communicating with them about the career and technical POS and Tech Prep programs we offer through newsletters, meetings, and school events.
- Actively engage our students by meeting with them individually, in small groups, and in their programs to review their career goals and work with them in planning for their next steps after high school for employment, college, military, or further technical training.
- Actively engage our students who have career confusion about their current program by meeting with them individually, in small groups, and in their programs and helping them make a career choice by using the PDE SAS for Career Education and Work: Awareness

- and Preparation; Acquisition; Retention and Advancement; and Entrepreneurship.
- Apply and or crosswalk SAS CEW standards with ASCA student standards in the Career Development Domain for our school counseling core curriculum action plan.

### **Role of our Stakeholders**

Note: We apply CASTT (Community, Administrators, Students, Teachers, and Technology) philosophy when partnering and collaborating with our stakeholders to impact our school counseling program.

- a. Joint Operating Committee - the Joint Operating Committee of Cumberland-Perry Area Vocational Technical School consists of school board members from its thirteen member school districts who are appointed by their respective board to represent their district to vote on policy and procedures of our school. Their role in our program is voting for funding to give financial support to our school counseling program activities, supplies, staff, and equipment needs.
- b. Administration (director, principals, assistant principal, supervisor of pupil and personnel services) - they oversee and direct the day to day school operations. They impact our program by collaborating with us to create a strong leadership team for supporting our school counseling program goals. They also help us with collecting data for program accountability; developing policies and activities that support program goals; work with all stakeholders of our school to make it a safe place for our students to learn and develop their career and technical program area skills.
- c. Teachers (Social studies Teachers and Career and Technical Teachers) - they provide direct instruction for the students in the areas of American History, World Studies, and the 22 Career and Technical Program Areas. They impact our program by collaborating with us in meeting our goals for the school counseling program in identifying at risk students who need academic and mental health support; monitor students' career and academic progress; implement prevention and remediation strategies to help our students meet their academic, career, and personal/social goals.
- d. Students - represent our clients who receive academic, career, and personal/social services of the school counseling program. Students help deliver our school counseling program by identifying peers who are struggling with mental health, drug and alcohol, social and domestic abuse issues. Students also act as mentors and role models for their peers in their career program areas. Students help with recruitment by reporting back to students at their sending schools about the skills they are learning and the career opportunities they will have when they complete their career and technical program.
- e. Parents/guardians/families - represent the support system of our students. Parents support our students by holding their sons and daughters academically and socially accountable through monitoring their grades, discipline, and attendance reports; attending meetings at school for IEP or program progress; and participating in advisory committees.
- f. Business/Community Agencies - each of our 22 Career and Technical programs has an Occupation Advisory Committee comprised of members of business and industry in our local Workforce Investment Region. The OAC's impact our school counseling program by advising, mentoring, and employing our students in their career areas. Each career and technical program at CPAVTS has two OAC meetings per year. At these meetings our OAC members discuss the needs of the program in areas such as skill, equipment, employment, and curriculum. We also partner with human services agency in helping our students who need more help with personal social issues. Finally, we also partner

with local organizations, clubs, and alumni who offer scholarships and employment for our students.

- g. Post-Secondary Partners (Four year, two year, career and technical, apprenticeship partners, and military) - they represent resources the students use to transition into the next level of training and education. Our Post-Secondary partners impact our school program by consulting with our regional consortiums in developing POS technical curriculums and providing articulated credits to our students who meet the POS requirements. Our post-secondary partners contract with our teachers so our students can earn college in the high school credits in their career and technical programs. Our Military partners impact our school counseling program by completing career development and planning with our students.
- h. Sending School Districts (13 Sending schools from Cumberland, Perry, Northern York, and Adams County) - represent the districts with who we share our students and they provide support in the areas of academics, personal/social, and career support services. In addition they are the LEA for our students and provide special education support. We are in constant collaboration with one another for improving our programs and services offered to our shared students.

### **Role of our School Counselors**

- a. As a Leader - we use our leadership in creating collaborative relationships among all of our stakeholders. We start with our school principal as the core in forming leadership collaboration that fosters a school climate for increasing student educational and career outcomes. A few examples of our role as a leader are: leading Student Assistance Meetings and faculty meetings; developing plans and activities for student recruitment; working with teachers in developing POS.
- b. As an Advocate - we view ourselves as social agents of change. Our focus is to impact and empower our students to find educational and career opportunities. We do this by becoming a voice for our students who are underserved, underprivileged, and socio-economically disadvantaged. A few examples of our role as an advocate are: helping all students feel safe by enforcing school and state policies; finding financial resources to help underserved students enroll in CHS and purchase program uniforms; working with all students by implementing an Adolescent Review Team (ART) team to lessen failure, absenteeism rates, and discipline issues.
- c. As a Collaborator - we use CASTT in partnering and teaming with our students, teachers, administrator, parents, community and business members, and post-secondary partners for our students' career, personal/social, and academic success. This includes coordination and management of the delivery components of our delivery system services. A few examples of our role as a collaborator are: membership on school safety committee and technology committee, and IU 15 Counselor meetings.
- d. As an Agent of Systemic Change - we work with administrators to examine policies and procedures that are inherent with systemic barriers that influence student educational, social, and career outcomes. A few examples of our role as agent of systemic change: working with all students to earn college in the high school and SOAR Programs of Study credits.

### Advisory Council

#### Guidance Plan Committee/List of School Counselors, Community Members, Outside Agencies, Parents, and Students

##### Phase I

During the 2011/12 school year we worked with-in our department forming a professional development committee meeting regularly and attending Guidance Counselor Symposiums and PSCA conferences in preparation and planning for revising our CPG. The initial in-house team is below.

Ann Burk, Special Education Teacher 10-12  
 Brad Polovick, Special Education Teacher 10-12  
 Hal Berkstresser, School to Work Coordinator, 12<sup>th</sup> grade  
 Lori Britcher, School Counselor, 10-12  
 Albert Parrillo, School Counselor, 10-12  
 Frank Flamini, Supervisor of Pupil Personnel Services, Assistant Principal, 10-12

##### Phase II

During the 2012/13 school year we worked on revisions and getting feedback electronically from the following:

Name-Title	Stakeholder Group
Joanna P. Stoms, HACC, Secondary Partnership Coordinator	Secondary Educator
Mary Grist, Perkins SOAR POS Outreach Manager	SOAR Educator
John Brill, Central PA Blood Bank Regional Coordinator	Business/Community
Elizabeth Bashore, Cumberland Valley High School Counselor	Sending School Counselor
John Rubisch, PHd, Susquenita High School Counselor	Sending School Counselor
Aaron Walters, Red Land High School Counselor	Sending School Counselor
Heather Bell, West Perry High School Counselor	Sending School Counselor
Judy Creps, Big Spring High School Counselor	Sending School Counselor
Kathy Jones, East Pennsboro High School Counselor	Sending School Counselor
Brenda Schmidt, Mechanicsburg High School Counselor	Sending School Counselor
Tiffany Ballew, Cumberland Valley Student	Student
John King, Pastor McBic Church	Parent/Community
Jen Gates, Cumberland Perry Drug and Alcohol Commission	Outside Agency
Barry Sloan, Holy Spirit Hospital, Teenline Coordinator	Outside Agency

We will meet and discuss our plan revisions and action plans during our Counselor Advisory Committee Meeting held May 23, 2013.

### Program Calendar

July	January
Academic: Course Planning	Academic: Student of the Quarter, Social Studies Previewing, College Applications and Scholarships, Academic Evaluations
Career: Program Registration	Career: Counselor Advisory Committee Meeting, Student Application Reviews
Personal/Social: None	Personal/Social: Ind. counseling, ART, Blood Drive
August	February
Academic: Social Studies Scheduling	Academic: Social Studies Previewing
Career: Orientation Planning for 9 <sup>th</sup> graders	Career: Co-operative Education Meetings, 9 <sup>th</sup> grade Special Education Application Career Evaluations
Personal/Social: Individual counseling/SAP referrals, ART meeting	Personal/Social: SAP Education Council, Individual counseling/SAP referrals, ART meeting
September	March
Academic: Social Studies Scheduling, NOCTI Pre-test, College Applications and Scholarships, CHS	Academic: Student of the Quarter, Social Studies Previewing, Academic Evaluations,
Career: Program Changes, Career Cruising, Program Visits, 9 <sup>th</sup> Grade Orientation, Post-Secondary and Career Planning for Seniors, ASVAB testing, Co-operative Education Meetings, Career Objective Forms	Career: Co-operative Education Meetings, 9 <sup>th</sup> Grade Program Applicant Acceptances
Personal/Social: Individual counseling/SAP referrals, ART meeting, IU Counselor Network Meetings, Blood Drive	Personal/Social: Individual counseling/SAP referrals, ART meeting
October	April
Academic: NOCTI Pre-test, Student of the Quarter, Social Studies Previewing, College Applications and Scholarships, Grade Evaluations	Academic: NOCTI Written and Performance Testing for Seniors, Social Studies Previewing
Career: ASVAB Career Exploration Co-operative Education Meetings, Counselor Advisory Committee Meeting, 9 <sup>th</sup> Grade Student Tours	Career: Co-operative Education Meetings, Middle School Student Tours, Middle School Career Presentations
Personal/Social: SAP Education Council, Individual counseling/SAP referrals, ART meeting	Personal/Social: SAP Education Council, Individual counseling/SAP referrals, ART meeting
November	May
Academic: Social Studies Previewing, College Applications and Scholarships,	Academic: Student of the Quarter, Social Studies Previewing, Academic Evaluations
Career: Co-operative Education Meetings, Open House, OAC Dinner, PSCA Conference, Job Shadows, Career Projects, Sm. Group Financial Aid Presentations	Career: Co-operative Education Meetings, Counselor Advisory Committee Meeting, Middle School Student Tours, Incoming Student Registration Night
Personal/Social: Individual counseling/SAP referrals, ART meeting	Personal/Social: Individual counseling/SAP referrals, ART meeting
December	June
Academic: Social Studies Previewing, College Applications and Scholarships	Academic: Senior Awards Night, Academic Evaluations
Career: Co-operative Education Meetings, Counselor Advisory Committee Meeting	Career: Junior Career Planning, summer Academy
Personal/Social: SAP Education Council, Individual counseling/SAP referrals, ART meeting	Personal/Social: Individual counseling/SAP referrals, ART meeting

Communications Timeline

Group	August	September	October	November	December	January	February	March	April	May	June	July
Superintendents		Meeting at CPAVTS	Meeting at CPAVTS, Mailing	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	Meeting at CPAVTS, Mailing	Meeting at CPAVTS, e-newsletter		
JOC				Board presentations (1 per district)								
District Boards												
HS Administrators		Meeting at CPAVTS	Meeting at CPAVTS, Mailing	e-newsletter	e-newsletter	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	e-newsletter, Meeting at CPAVTS	Meeting at CPAVTS, Mailing	e-newsletter	CPAVTS Summer Academy	
HS Counselors			Meeting at CPAVTS		Meeting at CPAVTS	Case staffings	Case staffings		Meeting at CPAVTS			
LS Teachers			Meeting at CPAVTS		Meeting at CPAVTS							
HS/MS Teachers											CPAVTS Summer Academy	
MS Administrators			Meeting at CPAVTS									
MS Counselors												
7th Graders												
8th Graders				Open House						Tours (participating schools)		
9th Graders		Recruitment presentations	Survey (enrollment/climate)	Open House	9th grade night at CPAVTS (pilot)		Case staffings					
10th Graders												
7th Parents			Meeting at CPAVTS, Mailing	Open House, e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter	Meeting at CPAVTS, Mailing	e-newsletter		
8th Parents				Open House	e-newsletter	e-newsletter	e-newsletter	e-newsletter				
9th Parents			Meeting at CPAVTS, Mailing	Open House, e-newsletter	9th grade night at CPAVTS (pilot), e-newsletter	e-newsletter	e-newsletter, Case staffings	e-newsletter	Meeting at CPAVTS, Mailing	e-newsletter		
OAC			e-newsletter	Open House, OAC Dinner/NOCTI proctors	e-newsletter	e-newsletter	e-newsletter	e-newsletter	OAC Dinner/NOCTI proctors, e-newsletter	OAC Dinner/NOCTI proctors, e-newsletter		
Newspapers		Article submissions	Article submissions	Open House, Article submissions	Article submissions	Article submissions	Article submissions	Article submissions	Article submissions	Article submissions		
LAC/Community		Meeting at CPAVTS			Meeting at CPAVTS					Meeting at CPAVTS		
Alumni			e-newsletter	Open House, e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter		
Facebook/Website												
CP Students	Mailing	Survey (enrollment/climate)		Open House								
CP Parents	Mailing		e-newsletter	Open House, e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter	e-newsletter	New student registration, e-newsletter		

- Open House
- Homeschool yearbook
- Board presentations (1 per district)
- e-newsletter
- Survey (enrollment/climate)
- CPAVTS Summer Academy
- Meeting at CPAVTS
- Case staffings
- Engineering Day at CPAVTS (pilot)
- 9th grade night at CPAVTS (pilot)
- Recruitment presentations
- Facebook/Website updates
- Mailing
- Article submissions
- Tours (participating schools)
- New student registration
- OAC Dinner/NOCTI proctors

### Program Delivery 10<sup>th</sup> through 12<sup>th</sup> Grade

Guidance Curriculum	Prevention, Intervention and Responsive Services	Individual Student Planning	System Support
Provides developmental, comprehensive guidance program content in a systematic way to all students 10 <sup>th</sup> -12 <sup>th</sup> grades.	Addresses school and student needs.	Assists students and parents in development of academic and career plans.	Includes program, staff and school support activities and services.
Purpose	Purpose	Purpose	Purpose
Student awareness, skill development and application of skills needed to achieve academically and be career and college ready by graduation.	Prevention, Intervention and Responsive services to groups and/or individuals.	Individual student academic and occupational planning, decision making, goal setting and preparing for academic transitions.	Program delivery and support.
Academic	Academic	Academic	Academic
<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• IEP meetings</li> <li>• Instructional assistance for programs and social studies</li> <li>• Previewing-social studies</li> <li>• Program of Study</li> <li>• Tech Bridge</li> </ul> <u>12<sup>th</sup></u> NOCTI Testing	<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• LFS previewing Social Studies</li> <li>• IEP meeting</li> <li>• Instructional aides</li> <li>• Adolescent Review Team (ART)</li> <li>• Parent/teacher/student meetings</li> <li>• Academic accommodations</li> <li>• Instructional aides</li> <li>• Notification to sending school district</li> </ul>	<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• Marking period grade review</li> <li>• Edline-grade access</li> <li>• IEP meetings</li> <li>• Parental meetings/contact</li> <li>• LFS previewing</li> <li>• Academic accommodations</li> <li>• Instructional aides</li> <li>• Notification to sending school district</li> </ul>	<u>Professional Development</u> <ul style="list-style-type: none"> <li>• In-service days</li> <li>• PSCA state conference</li> <li>• CAIU 15 counselor meetings</li> <li>• State and local career and tech trainings</li> <li>• State and local special education</li> <li>• Integrative learning conference</li> <li>• Programs of study consortium trainings</li> <li>• College and financial aid trainings</li> </ul> <u>Consultation, collaboration, and teaming</u> <ul style="list-style-type: none"> <li>• Consultations with teacher, staff members, parents, and administrators</li> <li>• OAC business partners</li> <li>• Sending school districts</li> <li>• WIB</li> <li>• SOAR/Program of study consortium</li> <li>• CAIU 15</li> <li>• PATTAN</li> <li>• CPAVTS service organizations/clubs</li> <li>• Local advisory committee</li> </ul> <u>Program management and operations</u> <ul style="list-style-type: none"> <li>• Perkins funding</li> <li>• Bio-tech funding</li> <li>• Academic tracking software</li> <li>• Admissions, acceptance and withdrawal data</li> <li>• PIMS Data</li> <li>• NOCTI Data</li> </ul>

Career	Career	Career	Career
<p><b><u>10<sup>th</sup>-12<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Career Cruising               <ol style="list-style-type: none"> <li>1. Interest inventory</li> <li>2. Career report</li> <li>3. Career thoughts inventory</li> <li>4. Career decision scale</li> </ol> </li> <li>• ASVAB testing</li> <li>• Orientations at sending schools</li> <li>• Career objective form</li> <li>• Employment applications</li> <li>• Cover letters</li> <li>• Resumes</li> <li>• Thank you letters</li> <li>• Job Shadows/internships</li> <li>• Mock interviews</li> <li>• Post-Secondary/military visitations</li> <li>• Career planning post high school</li> </ul> <p><b><u>10<sup>th</sup></u></b> Start Career Project</p> <p><b><u>11<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Post-Secondary/military visitations</li> <li>• Career planning post high school</li> </ul> <p><b><u>12<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Employability certificates</li> <li>• Post-Secondary/Military visitations</li> <li>• Cooperative Education</li> <li>• Small group presentations- financial aid, military, employment, and post-secondary</li> <li>• Career planning post high school</li> </ul>	<p><b><u>10<sup>th</sup>-12<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Career counseling</li> <li>• Career curriculum</li> <li>• Parent contact/conference</li> <li>• Communication with sending school counselor</li> </ul>	<p><b><u>10<sup>th</sup>-12<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Individual career planning</li> <li>• Career curriculum</li> <li>• Career cruising</li> <li>• Career thoughts inventory</li> <li>• Career decision making scale</li> </ul> <p><b><u>12<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>• Post-secondary/employment planning form</li> <li>• Indicator 13 transition planning</li> </ul>	<p><b><u>Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• In-service days</li> <li>• PSCA state conference</li> <li>• CAIU 15 counselor meetings</li> <li>• State and local career and tech trainings</li> <li>• Integrative learning conference</li> <li>• Programs of study consortium trainings</li> <li>• College and financial aid trainings</li> </ul> <p><b><u>Consultation, collaboration, and teaming</u></b></p> <ul style="list-style-type: none"> <li>• Consultations with teacher, staff members, parents, and administrators</li> <li>• OAC business partners</li> <li>• Sending school districts</li> <li>• WIB</li> <li>• SOAR/Program of study consortium</li> <li>• CPAVTS newsletters</li> <li>• CPAVTS service organizations/clubs</li> <li>• CPAVTS school tours</li> <li>• Local advisory committee</li> <li>• Capital region partnership for career development</li> </ul> <p><b><u>Program management and operations</u></b></p> <ul style="list-style-type: none"> <li>• Perkins funding</li> <li>• Bio-tech funding</li> <li>• Admissions, acceptance and withdrawal data</li> <li>• BCTE graduate survey data</li> <li>• Tours data</li> <li>• Career Cruising data</li> </ul>
Personal/Social	Personal/Social	Personal/Social	Personal/Social

<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• Bullying prevention</li> <li>• Drug awareness</li> <li>• Health awareness program</li> <li>• Student assistance program</li> </ul>	<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• Student conflict resolution</li> <li>• Individual counseling</li> <li>• Parent conference</li> <li>• Adolescent review team</li> <li>• Bullying prevention</li> <li>• Drug awareness</li> </ul>	<u>10<sup>th</sup>-12<sup>th</sup></u> <ul style="list-style-type: none"> <li>• Outside agency referrals</li> <li>• Conflict resolution skills</li> <li>• Health/nutrition issues</li> <li>• Motivation/self-esteem concerns</li> </ul>	<u>Professional Development</u> <ul style="list-style-type: none"> <li>• In-service days</li> <li>• PSCA state conference</li> <li>• CAIU 15 counselor meetings</li> <li>• SAP Ed consortium meeting</li> <li>• State and local mental health trainings</li> </ul> <u>Consultation, collaboration, and teaming</u> <ul style="list-style-type: none"> <li>• Consultations with teacher, staff members, parents, and administrators</li> <li>• SAP education council</li> <li>• Drug and alcohol commission</li> <li>• Sending school districts</li> </ul> <u>Program management and operations</u> <ul style="list-style-type: none"> <li>• Adolescent Review Team (ART) data</li> <li>• SAP data</li> <li>• Safe schools data</li> </ul>
<b>Counselor Role<sup>1</sup></b>	<b>Counselor Role<sup>1</sup></b>	<b>Counselor Role<sup>1</sup></b>	<b>Counselor Role<sup>1</sup></b>
Leader, collaborator, agent of systemic change	Advocate, collaborator	Leader, advocate, collaborator	Leader, advocate, collaborator, agent of systemic change
<b>Percentage of Time</b>	<b>Percentage of Time</b>	<b>Percentage of Time</b>	<b>Percentage of Time</b>
15%	35%	35%	15%

<sup>1</sup> Please see our explanation of our four counselor roles on p. 5.





## SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN For 2013/14 School Year

Academic Goal: Educate students about their Program of Study (POS) so they can connect academics to the world of work. Lessons and Activities Related to Goal:									
Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Academic Domain & SAS CEW Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
10-12	POS	CTC Program	A-C1.3 A-C1.5 A-C1.6  13.1.11.F	POS booklets, Electronic resources: CPAVTS website, college transfer.net, POS PowerPoint	Start: 9/20/13 End: 11/1/13	950	Five Question Quiz	Descriptive Data: Assess Annually per graduating class the number of students who use the POS.	Al Parrillo
Career Goal: Work with our students to complete career inventories for career exploration and to validate current career path by completing a career project. Lessons and Activities Related to Goal:									
Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Career Domain & SAS CEW Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
10-12	Career Path	Social Studies	C:B1.1-C:B2.5  13.2.11.A-E	Career Cruising, O-NET, PA Career Zone, Career Project Lessons i.e. resume writing, cover letter, etc...	Start: 10/01/13 End: 1/31/14	950	Career Interest Inventories and completed career paper	Graduate Survey: Exit and 1 yr. follow BCTE Exit Survey	Al Parrillo
Personal/Social Goal: Educate students about their Programs of Study (POS) so they can connect academics to the world of work. Lessons and Activities Related to Goal:									
Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Personal Domain & SAS SIS Standards	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)	Contact Person
10-12 Faculty	Respect	Large Group	PS: A2.1-A2.8 16.3.12.A-C	Attorney General Presentations on Bullying, Bullying Video, and classroom presentations	Start: 10/01/13 End: 05/01/14	950	Climate/Safety Survey	Discipline referrals	Lois Brucher

This form taken from ASCA electronic templates and modified to fit CPAVTS's goals

Sample Career Objective Form  
**CUMBERLAND PERRY AREA VOCATIONAL TECHNICAL SCHOOL**  
**CULINARY ARTS**  
*Institutional Food Worker 12.0508*  
**STUDENT CAREER OBJECTIVE**

Student Name:

Sending School District:

Gender:   M  F

Date of Birth: \_\_\_\_\_

Grade Level:

Is student enrolled in approved Tech Prep/Program of Study (POS) program technical instruction?  
YES or NO (Circle one)

If yes, is student taking minimum academic coursework per approved Tech Prep/POS program scope and sequence?  
YES or NO (Circle one)

In the 2012-2013 school year, my educational objective is enrollment in **Culinary Arts**

My occupational objective in **Culinary Arts** is:

- |  |  |
|--|--|
| <input type="checkbox"/> Baker – Pastry          | <input type="checkbox"/> Cook                    |
| <input type="checkbox"/> Butcher and Meat Cutter | <input type="checkbox"/> Dietary Aide            |
| <input type="checkbox"/> Caterer                 | <input type="checkbox"/> Food Production Manager |
| <input type="checkbox"/> Chef                    | <input type="checkbox"/> Restaurant Manager      |
| <input type="checkbox"/> Other _____             |  |

My plans upon completion of this program are:

- Employment immediately after high school
- Postsecondary education/training. Specify: \_\_\_\_\_
- Military service/training. Specify: \_\_\_\_\_

**Please sign and date this form below.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

**Non Discrimination Statement**

The Cumberland Perry AVTS does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures, or access, contact the Administrative Director at 110 Old Willow Mill Road, Mechanicsburg, PA 17050, 717.697.0354, [jbruba@cpavts.org](mailto:jbruba@cpavts.org)

### Organizing Career Resources

Resource Types	List Resources
<b>Organizations/Agencies</b>	CAIU Counselor Network
Intermediary Organizations	Occupational Advisory Committee PATTAN Local Advisory Committee Rotary Club
<b>Umbrella Organizations</b>	Workforce Investment Board
Community/State Agencies	Capitol Region Partnership for Career Development United Way Career Link PDE and BCTE PSCA
<b>Networking Opportunities</b>	HACC
Individual Contacts	Central Penn College Penn Technical College Thaddeus Stevens YTI Harrisburg University OAC members SOAR Consortium PHEAA
Community/Business Meetings	Rotary Counselor Consortium Meetings Perkins Meetings Local Advisory Committee Meetings WIB's Meetings OAC Meetings
Community Events	Integrated Learning Conference CPAVTS Open House Summer Academy CPAVTS Tours
<b>Online/Physical</b>	See Page 15 for all our Internet Based Links
Internet Based Links	
Media/Advertising	CPAVTS Newsletter Facebook Twitter CPAVTS website Radio Adv. for Open House & Promotion Newspaper Adv. for Open House & Promotion Local Area News Coverage Sending School's Morning News and Announcements
Publications/Documents	PA Career Guide CPAVTS Career Resource Center CPAVTS Course Descriptions and Transitions Guides



Cumberland Perry Area Vocational Technical School

“Finding your own path to post-secondary education”

### 1. SEARCH FOR POST SECONDARY SCHOOLS AND THE CAREER/MAJOR YOU WANT

<http://nces.ed.gov/collegenavigator/>  
<http://www.onetonline.org/>  
<http://www.bls.gov/oooh/home.htm>  
[www.EducationPlanner.org](http://www.EducationPlanner.org)  
[www.petersons.com](http://www.petersons.com)  
<http://www.pennsylvaniamentor.org/Planning/>  
[http://www.aessuccess.org/plan\\_for\\_college/index.shtml](http://www.aessuccess.org/plan_for_college/index.shtml)  
[www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)  
[www.collegeboard.com](http://www.collegeboard.com)  
[www.act.org](http://www.act.org)  
[www.princetonreview.com](http://www.princetonreview.com)  
[www.mappingyourfuture.org](http://www.mappingyourfuture.org)  
[www.knowhow2go.com](http://www.knowhow2go.com)

### 2. KNOW THE COSTS AND PLAN TO SAVE MONEY

Saving Money to Pay for Post-Secondary Schools

[www.EducationPlanner.org](http://www.EducationPlanner.org)  
[www.savingforcollege.com](http://www.savingforcollege.com)  
<http://www.fafsa4caster.ed.gov/F4CApp/index/index.jsf>

Cost Calculators

<http://www.fafsa4caster.ed.gov/F4CApp/index/index.jsf>  
[www.finaid.org/calculators](http://www.finaid.org/calculators)  
[www.collegeboard.com/student/pay/add-it-up/401.html](http://www.collegeboard.com/student/pay/add-it-up/401.html)  
[http://moneycentral.msn.com/personal-finance/calculators/Tuition\\_Savings\\_Calculator/home.aspx](http://moneycentral.msn.com/personal-finance/calculators/Tuition_Savings_Calculator/home.aspx)

### 3. APPLY FOR FINANCIAL AID

To receive any type of financial aid or federal loans the FAFSA (Free Application for Federal Student Aid) must be completed.

Get FAFSA from:     Online [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
                            High School Guidance Counselor  
                            College or Career School (plan to attend)

**Do not submit application before Jan 1<sup>st</sup> of your senior year. They will not accept it. Note: you will need to have your current tax return to complete the application.**

(More information on the other side)

**Financial Aid Search**[www.FIIAA.org](http://www.FIIAA.org)[www.fafsa.ed.gov](http://www.fafsa.ed.gov)<http://www.collegeboard.com/parents/pay/scholarships-aid/index.html><http://www.pennsylvaniamentor.org/FinAid/>**4. APPLY FOR SCHOLARSHIPS****Scholarship Search**

To obtain scholarships start with these resources first:

Sending school district-guidance office

CPAVTS-student services

Financial aid office at the college where applying

[www.fastweb.com](http://www.fastweb.com)[http://apps.collegeboard.com/cbsearch\\_ss/welcome.jsp](http://apps.collegeboard.com/cbsearch_ss/welcome.jsp)[www.scholarships.com](http://www.scholarships.com)[www.EducationPlanner.org](http://www.EducationPlanner.org)<http://www.scholarshipexperts.com/><http://www.scholarshipmonkey.com/><http://www.careeronestop.org/EducationTraining/Pay/Scholarships.aspx><http://www.paa-foundation.org/paafoundation/scholarships/scholarshiphistory.aspx> (Auto Technology only)**Local Scholarship Search by County**[www.tfec.org](http://www.tfec.org)**5. Programs of Study, Course Articulations, College in the High School**

Check for CPAVTS program to awarded post-secondary school credits. You can do this yourself on the website below or see your instructor or school counselor for help. College in the High School students will have a transcript at HACC, make sure you contact HACC and forward your transcript to the post-secondary school you will be attending.

<http://www.techlinkpa.com/><http://www.delcotech.org/wp/uploads/SOAR/player.html><http://www.collegetransfer.net/>**6. EMPLOYMENT SEARCH**

You can also check your local newspapers for job opportunities.

State and Local

<http://www.pacareerlink.com/>[http://www.portal.state.pa.us/portal/server.pt/community/pa\\_jobs/](http://www.portal.state.pa.us/portal/server.pt/community/pa_jobs/)

National Job Banks

<http://www.monster.com/><http://www.careerbuilder.com/><http://americasjobexchange.com/>

Construction Apprenticeships

[www.buildersguild.org](http://www.buildersguild.org)**7. MILITARY CAREERS**<http://www.careersinthemilitary.com/index.cfm?fuseaction=main.home>

If you have any questions or concerns please contact Lori Britcher or Al Parrillo, School Counselors at CPAVTS 717-697-0354.

**Career and Technical Center Strategies  
For All Consortium Sending Schools**

<b>Student Awareness</b>					
<b>Grade</b>	<b>Intervention/ Program/Events</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Begin &amp; End</b>	<b>Contact Person</b>
9 <sup>th</sup>	Tours	CPAVTS	CPAVTS tour survey	Fall event	Lori Britcher
9 <sup>th</sup>	CTC Orientation	CPAVTS/Sending Schools	Applications received, counselor meeting feedback	Fall event	Lori Britcher/Al Parrillo
7-9 <sup>th</sup>	CPAVTS Newsletter	CPAVTS	Attendance at open house, questionnaire and observed attendance	Fall event and Spring	Lori Britcher
9	Night at Cumberland Perry for low enrollment programs	CPAVTS	Enrollment	Winter	Frank Flamini
8 and 9 <sup>th</sup>	Course Selection Night at Home Schools	CPAVTS	Observation and enrollment	Winter	Student Services and Administrators
5-12 <sup>th</sup>	Open House	CPAVTS	questionnaire and observed attendance	First Thursday in November	Frank Flamini
7-8 <sup>th</sup>	Career Days	Sending Schools	Observation and Feedback from Presenters	Sending school invitation	Sending School Counselors at K-8 schools
All	Website and links to our website	CPAVTS	Facebook and Twitter	All year	Student Services
7-10 <sup>th</sup>	Electronic Newsletter	CPAVTS	Feedback and Applications	October-May	Admin Office
<b>Parent Awareness</b>					
<b>Intervention/Program Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>	
CPAVTS Newsletter	Fall and Spring	CPAVTS	Attendance at open house, questionnaire and observed attendance	Lori Britcher	
Night at Cumberland Perry for low enrollment programs	December 5 <sup>th</sup> , 2012	CPAVTS	Enrollment	Frank Flamini	
Open House	First Thursday in November	CPAVTS	Enrollment observed attendance	Frank Flamini	
Program Tours	All year by appointment	CPAVTS	Feedback from parent	Student Services	
Website and links to our Website	All the time	CPAVTS	Facebook and Twitter	Student Services	
Electronic Newsletter	October-May	CPAVTS	Feedback and Applications	Admin Office	
<b>Educator Awareness</b>					
<b>Intervention/Program Events</b>	<b>Date</b>	<b>Stakeholder Delivering</b>	<b>Data Used Success Indicator</b>	<b>Contact Person</b>	
Counselors Advisory Committee Meetings	Each year in October, December, February, and May	CPAVTS	Feedback and Discussion with Sending School Counselors	Frank Flamini	
CPAVTS Summer Academy for Educators	June	CPAVTS	Survey	Frank Flamini	
Newsletters	Fall and Spring	CPAVTS	Feedback	Lori Britcher	
Electronic Newsletters	October-May	CPAVTS	Feedback	Admin Office	
Tours	Fall and Spring	CPAVTS	Survey	Lori Britcher	
Superintendent Meetings at CPAVTS	7 times per school year	CPAVTS	Feedback and policy changes	Justin Bruhn	

## Job Descriptions

Frank Flamini, Supervisor of Pupil Personnel Services/Assistant Principal

Job summary: Supervise the guidance, counseling, placement and special education services, as well as health room and instructional support services for students.

Primary duties and responsibilities:

1. Supervise counselors in the implementation and operation of a counseling and guidance program.
2. Supervise the process and program of student assessment including NOCTI, student credentialing, and other testing required by PDE and/or CPAVTS.
3. Supervise the collection, maintenance, and reporting of student records and grades, including that required for Pennsylvania Information Management System (PIMS).
4. Supervise the implementation of the admission/enrollment process and administer the selection of incoming students.
5. Direct the appropriate placements of exceptional students and supervise the implementation of IEP's and 504's.
6. Supervise and evaluate the activities of the attendance secretary, including collection of attendance data and reports for Child Accounting including average daily attendance and instructional time.
7. Supervise and evaluate activities of instructional assistants and student services personnel.
8. Supervise, direct and evaluate the cooperative education program.
9. Supervise and evaluate health room services and the health room assistant.
10. Collect data, prepare reports, and maintain program standards and performance measures for all career and technical programs, including the Perkins Plan, occupational and Tech Prep programs.
11. Assist with the development of new programs and the modification of existing programs.
12. Coordinate public relations activities for CPAVTS, which includes meeting with school counselors and supervisors of special education.
13. Conduct meetings, prepare and implement plans, and report data as required for Carl D. Perkins allocation.
14. Supervise and evaluate Open House and registration.
15. Supervise members of the Bargaining Unit as assigned by the Principal.
16. Coordinate the scheduling of students for academic classes and technical programs.
17. Perform other duties as assigned by the Principal and Administrative Director.

Albert Parrillo, Career Counselor

Job Summary: Provides services and public relations between business and industry and CPAVTS; provides career counseling services to all students; and provides support services to staff and school districts.

Primary duties and responsibilities:

1. Assists in the recruitment/admission/enrollment process to insure appropriate placement of students into programs based upon the employment outlook for a particular career and the student's interests, aptitudes and abilities.
2. Researches and promotes enrollment of students into high priority occupations and careers.
3. Provides career guidance services and materials to students and parents
4. Assists with the development of new programs and the modification of existing programs to meet the needs of business and industry.
5. Recruits business and industry representatives for career guidance activities.
6. Recruits business and community mentors for students related to career guidance activities.
7. Assists with public relations activities for the A.V.T.S. to encourage non-traditional enrollments and to insure that PR materials are gender neutral.
8. Assists with the school-to-work transition activities including job searches, resume writing, interview preparation, job retention, and job placement, as necessary.
9. Acts as a liaison among A.V.T.S. administration, teachers, district staff, parents, and students.
10. Meets with each student at least annually to identify and discuss career goals, learning challenges, social problems, or other criteria critical to successful completion of the vocational-technical program and entry into employment or postsecondary education.
11. Assists in the coordination of academic and vocational programs, providing strategies for instruction and curricula adaptations to insure that studies complete the identified program of study for each career and technical program.
12. Insures that communications and public relations materials are gender neutral.
13. Assists with Open House, Registration Night, and Senior Awards activities.
14. Conducts annual graduate follow-up survey.
15. Performs additional related duties assigned by the Assistant Principal/ Supervisor of Student Services, Principal or designee.

Lori Britcher, Guidance Counselor

Job Summary: Provide guidance and counseling services to all students and provide support to staff and Member School Districts.

Primary duties and responsibilities:

1. Assist in the admission/enrollment process.
2. Provide counseling to individual students related to personal, academic, social, emotional, and career issues.
3. Assist with the development of new programs and the modification of existing programs.
4. Maintain communication with CPAVTS staff, parents, teachers, member school district staff, and others as deemed necessary regarding students who require cooperative actions for proper diagnosis, treatment, and/or special programming.
5. Represent CPAVTS in parent/teacher/student conference as needed for IEP, MDT, or other conferences.
6. Assist with public relations activities for CPAVTS as necessary to ensure solicitation and encouragement for non-traditional enrollments, ensuring materials are gender neutral.
7. Perform recruitment activities for CPAVTS including the recruitment of students who are members of special populations.
8. Assist, as necessary, in collaboration with the students' member school district, members of special population for program and math placement.
9. Meet with each student who is a member of special populations to identify and discuss career goals, learning challenges, social problems, or other criteria critical to successful completion of their program
10. Assist with open house, registration night, and senior award activities.
11. Conduct the annual graduate follow-up survey and collect data on student withdrawal.
12. Administer tests and screenings to assess students' levels of ability and achievement.
13. Investigate, and advise the principal of child abuse reports.
14. Perform other duties as assigned by the Supervisor of Pupil Personnel Services.