

## **LAKE-LEHMAN SD**

K-12 Guidance Plan | 2024 - 2027

# GUIDANCE PLAN PROFILE

## PROFILE

**LEA Name**

Lake-Lehman SD

**AUN**

118403903

**Address 1**

PO Box 38

**Address 2**

**City**

Lehman

**State**

PA

**Zip Code**

18627

---

## LEAD COUNSELOR

**Lead Counselor Name**

Jane Kilduff-Molino

**Lead Counselor Phone Number**

570-255-2810

**Extension**

**Lead Counselor Email**

kilduff-molinoj@llsd.org

---

**CHIEF SCHOOL ADMINISTRATOR**

**Chief School Administrator Name**

Mr James E McGovern

**Chief School Administrator Phone Number**

(570) 675-2165

**Extension**

**Chief School Administrator Email**

mcgovernj@llsd.org

## GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

### GUIDANCE MISSION STATEMENT AND CTE PROGRAMS

**1. Enter your school's Guidance Services Mission Statement that reflects the school's mission and includes reference to the three domains (academic, career, social/emotional), and equity and access for all students (600 character limit).**

The mission of the Lake-Lehman School Counseling Department is to provide a comprehensive and developmental K-12 program addressing academic, career and social/emotional needs. Our school counseling department is dedicated to ensuring equity and access for all students. Aligned with the Lake-Lehman School District's mission, we guide students toward personal fulfillment, emphasizing community, mastery, independence and generosity within a safe learning environment.

**2. Does your school offer PDE-approved Career and Technical Education (CTE) programs or send students to a Career and Technical Center (CTC) or to another school that offers PDE-approved CTE programs?**

Yes

**If a district, indicate the school/CTC your students attend to gain PDE-approved CTE instruction. If a CTC, list your member districts. (1000 character limit).**

Lake-Lehman School District has a cooperative agreement with West Side Career and Technology Center. Students in grades 9-12 have the option to attend the comprehensive program offered at West Side CTC.

## 339.31 BOARD-APPROVED GUIDANCE PLAN

### 339.31 BOARD-APPROVED GUIDANCE PLAN

3. Is your K-12 Guidance Plan approved by your School Board or Joint Operating Committee?

Yes

Enter date when last approved by Board/JOC.

2024-03-18

## 339.32(1) CAREER AND TECHNICAL CURRICULA

### 339.32(1) CAREER AND TECHNICAL CURRICULA

**4. Does your school provide career guidance services curriculum to assist all students with unbiased occupational and educational information necessary for realistic career planning?**

The career guidance services curriculum should align to Career Education and Work Standards and evidence required by Future Ready PA Index. Curriculum should be available during Perkins and APE/339 compliance reviews.

Yes

**5. Does your school maintain a monthly calendar or monthly listing of K-12 career guidance services offered, organized by domain (academic, career, social/emotional) and grade level? The calendar should include ongoing activities to assist all students (and their parents) with career planning to meet student needs and interests.**

Yes

**Upload Monthly Guidance Services Calendar/List (12 pages maximum)**

LLSD K12 Guidance Plan. 2024-2027.pdf

## **339.32(2) EDUCATIONAL CAREER PLAN**

### **339.32(2) EDUCATIONAL CAREER PLAN**

**6. Does your school/CTC guidance services action plan maintain written strategies for developing and sustaining an individual student career plan that addresses academic and technical preparation, postsecondary education, and training via individual and group counseling and assessment?**

The student career plan should align to Career Education and Work Standards and evidence required by Future Ready PA Index. The Career Plan should be available during Perkins and APE/339 compliance reviews.

Yes

## 339.32(3) OCCUPATIONAL INFORMATION

### 339.32(3) OCCUPATIONAL INFORMATION

**7. Does your school maintain a listing of diverse external resources, organized by the Career Clusters, that includes topics such as career readiness, work-based learning experiences, and postsecondary and technical training options?**

Yes

**Upload List of Career Resources (13 pages maximum)**

Choices 360\_ Career Readiness Roll

Out.pdf

## 339.32(4) CUMULATIVE RECORDS

### 339.32(4) CUMULATIVE RECORDS

**8. Does your school maintain a document showing major career guidance service goals and objectives that reflect a general big idea, followed by specific and measurable outcomes that use the data?**

The document should include details on how guidance staff gather and utilize cumulative student data and records.

Yes

**Upload career guidance service goals and objectives document (3 pages maximum).**

LLSD K12 Guidance Plan. 2024-2027.pdf

## 339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

### 339.32(5) ORIENTATION TO CAREER AND TECHNICAL OPTIONS

9. Does your school maintain a listing of career guidance service activities (e.g. events, tours, and interventions) organized by grade level and focused on increasing awareness of career and technical education opportunities among all K-12 students, parents, educators, postsecondary, businesses, and community agency stakeholders?

Yes

**Upload CTE career guidance services activities and opportunities documents (5 pages maximum).**

student\_application.pdf

Shadow day example.pdf

## 339.32(6) CAREER PLACEMENT SERVICES

### 339.32(6) CAREER PLACEMENT SERVICES

**10. Does your school provide career guidance services to all students that include provisions for the placement and transition from school to postsecondary work/college/military?**

Yes

**Upload career placement services document (3 pages maximum).**

AmeriCorps Position Description .pdf

## 339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

### 339.32(7) CONSULTATION WITH TEACHERS AND ADMINISTRATORS

**11. Does your school maintain a delivery system that includes academic and career guidance curriculum, prevention and intervention for social/emotional development, and student planning and support?**

The delivery system should reflect direct (face-to-face) and indirect (independent research) career guidance services organized by grade level as evidence that all students receive formal and informal career consultation with teachers and administrators.

Yes

**Upload delivery system document (13 pages maximum).**

LLSD K12 Guidance Plan. 2024-2027.pdf

## 339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

### 339.32(8) AND (9) STAKEHOLDER INVOLVEMENT

**12. Does your school maintain a career guidance service action planning chart or document that shows how each stakeholder group (students, parents, educators, postsecondary, businesses, community agencies) benefits from and/or assists with the delivery of guidance services?**

Yes

#### **a. Students**

Students embark on a mission of completing self-discovery activities in order to better understand their direction after high school. Students will obtain career acquisition skills as they explore career retention and advancement skills.

#### **b. Parents**

Parents benefit from a career readiness program in order to assist their children with career exploration. Utilizing the resources our students are exposed to, they will have the necessary information to guide future planning. Students are able to share with their parents results of career interest inventories, job-shadowing experiences as well as feedback from visits to the career and technical center.

#### **c. Postsecondary**

Our students benefit from Post-secondary stakeholders by having unlimited insight and resources available to them via College and Career Fairs as well as individual meetings. College fairs are held throughout the school year. Recruiters from all branches of the military also visit our schools and provide our students with insight into a career in the military.

**d. Educators**

Educators ensure all students are provided with an opportunity to achieve career goals. This acquisition will be demonstrated through classroom connections and discussions. Course curriculum often touches upon jobs that use the skills our students are learning in the classroom.

**e. Businesses**

Our local Businesses provide assistance with students acquiring experience through job shadowing opportunities and consultation. We have several students who are enrolled in the cooperative education program. This allows our students to experience life in the work environment. Although these jobs may not end up being a career, the skills they learn by being employed can transfer to other jobs they will hold in the future.

**f. Community Agencies**

Our local Community Agencies provide our students with unlimited opportunities for career advancement and/or placement. One in particular, The Franklin and Marshall College Advising Corps, has been a tremendous asset for our students. This position assists students in exploring career paths, preparing college entry paperwork, etc. This position is dedicated solely to career awareness/readiness and the paths our students need to follow to achieve their goals.

**13. Does your school conduct at least one career guidance services stakeholder group meeting per year and maintain minutes that show discussion of career and postsecondary planning, and career curriculum and assessment, along with details on how the discussion leads to action steps and solutions that enhance career guidance services?**

The minutes should include a listing of all members of the stakeholder group with their name, job title, affiliation, and whether present or absent at the meeting. Agenda, minutes, and action plan should be available during Perkins and APE/339 compliance reviews.

No

**Explain how your school will meet this mandate (500 character limit).**

The Guidance team meets with various stakeholders throughout the year to discuss and enhance our career guidance services. This fluid approach provides our students with current and ongoing career exploration experiences. Our ever-evolving strategy allows each stakeholder to maximize our students' career education and opportunities. Moving forward, an agenda will be developed, attendance will be taken and minutes of these meetings will be kept.

## 339.32(10) FOLLOW-UP STUDIES

### 339.32(10) FOLLOW-UP STUDIES

**14. Does your school conduct follow-up studies to determine the effectiveness of your career guidance services curriculum that includes study results and how the information collected is utilized to improve career guidance services?**

The follow-up study should be available during Perkins and APE/339 compliance reviews.

Yes

**Describe one aspect of your follow-up study including the stakeholder group and number of responses, and indicate how the data collected was utilized to improve career guidance services (1000 character limit).**

Based on data that is received from our College and Career advisor, Students Self Report, PA College and Career Benchmark mandated profiles, and Act 158 Graduation Pathways we review our students information to make informed decisions. One aspect of our follow up study includes the GRACE report our College and Career advisor through Americorp. This Getting Results and Creating Equity report allows us to make decisions, learn, and evaluate our impact. The topics it focuses on are Individualized Meetings, Family Engagement, ACT/SAT registrations, College Applications submitted and accepted, and Financial Assistance and Status. Our Advisor has charted 1052 engagements with our current Senior class. We will use the current information and the previous years report to set goals for our rising Senior class to improve career guidance services.

# SIGNATURES AND ASSURANCES

## ASSURANCE OF QUALITY AND ACCOUNTABILITY

✓ As Lead Counselor, I affirm the responses to this school’s K-12 Guidance Plan meet compliance with Title 22 Chapter 339.31-32 Career and Technical Education Standards and are accurate to the best of my knowledge.

Lead Counselor	Date
Jane Kilduff	2024-03-08

---

## CHIEF SCHOOL ADMINISTRATOR

Chief School Administrator	Date
----------------------------	------