



PASSAIC COUNTY TECHNICAL INSTITUTE

PROGRAM OF SCHOOL COUNSELING SERVICES AND ACTIVITIES

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Philosophy

The philosophy of the Passaic County Technical Institute is to assist all students with career and college readiness for personal and social development. The School Counseling department recognizes that each student is a unique individual with specific needs. The department provides a range of services to meet the needs of the individual student, their parent(s)/guardian(s), and our educational community.

School Counselors serve as guides and advisors to students; they play a critical role in fulfilling the District's vision. The high level of service and commitment demonstrated by them enables our students to develop a career pathway along with measurable academic, social, and emotional growth; and enables them to be engaged as productive members of our school-community.

To best serve the needs of our students, School Counselors work in teams to provide services to their assigned technical areas. Each team connects with students upon their arrival at PCTI as freshmen. The assigned counselors will guide these students through the next four years of their high school experience, advising on academic and technical course selection, aligned with the student's career and college readiness plan. This structure allows a counselor to get to know each student as an individual; this particularly valuable during the career development and college admissions process.

With support from the Board of Education, the Superintendent, the Director of Curriculum, and the administration, our professional School Counselors work to ensure that each student's social and emotional needs are addressed along with their career and academic achievement goals.

Mission Statement

The mission of the Passaic County Technical Institute School Counseling Department is to:

- Provide students with guidance and school counseling services as an integral part of their secondary educational program.
- Assist students in making informed and appropriate personal and career and college readiness decisions based on a realistic examination of their needs, interests, aptitudes, goals and achievements.
- Utilize individual and/or group counseling to help students better understand themselves, develop decision-making abilities, problem-solving skills, consequences of their actions, and cope with adolescence and their transition to maturity.
- Consult with and provide relevant information to parents/guardians, professional staff, and when appropriate, community agencies.
- Utilize technology in daily practices, including college admission advisement, classroom presentations and student interventions.
- Collaborate as a professional learning community by staying current with the research, literature, and data that supports the growth and development of students.
- Remain current with the research, literature, and data that supports both workforce trends and practices in college admissions requirements.
- Evaluate and improve daily counseling practices via consultation with colleagues and through participation as members of professional organizations.
- Adhere to sound ethical practices for professional counselors as embodied in the *Ethical Standards* of the National Association for College Admissions Counselors (NACAC) and the ASCA National Model.

Goals of the School Counseling Department

The goals of the School Counseling department are aligned with PCTI's mission providing successful outcomes for our students by:

1. Providing experiences and opportunities that prepare students to become productive members of society.
2. Aligning activities with the school's mission in supporting the academic achievement and development of technical skills of all students as they prepare for the ever-changing world of the 21st century.
3. Serving as student advocates and team collaborators that promote a proactive and student centered approach that engages all stakeholders in the delivery of services to help students achieve success.
4. Assisting students in acquiring a deeper understanding of themselves, assist with creating problem-solving strategies to help students address issues that inhibit learning and developing positive interpersonal relationships.
5. Encouraging students to become self-directed in exploring opportunities for college and career readiness the armed services and/or post-secondary pathways.
6. Assisting and informing parent(s)/guardian(s) on identifying the development and potential of their children.
7. Utilizing technology to enhance educational planning, career decisions, the understanding of assessment scores and personal performance.
8. Informing our students and parent(s)/guardian(s) of current department activities, scholarship opportunities, testing dates and contact information through daily updates to our counseling webpage, social media platforms, Naviance web portal, PowerSchool and school messenger system communications.
9. Establishing a counseling relationship with each student, which helps students to understand themselves, develop personal decision-making skills, problem-solving strategies, and to identify college and career pathways.
10. Collaborating with support staff members through the appropriate sharing of individual student data, by identifying special needs and/or challenges, by providing consultation and expert educational support services as requested.
11. Maintaining high levels of professional competence through membership and participation in professional organizations, conferences, workshops and conventions.

Delivery of School Counseling Services

Counseling Services

- Students will be assigned a School Counselor throughout their time attending PCTI.
- Students will be provided with academic counseling for placement and remediation.
- Students will receive assistance with selecting the appropriate courses for career and college readiness.
- Provide assistance to students in determining pathways program for advancing their education, enter the world of work, or enlist in a military service.
- Inform students and their parent(s)/guardian(s) regarding graduation requirements, course offerings, opportunities for life-long learning or alternative education and career training opportunities.
- Offer support services to students who need immediate, short-term help in times of stress and crisis by providing counseling, offering strategies for identification, prevention, intervention and a safe environment.
- Coordinate referrals and scaffolding supports for students in need with the Child Study Team, Student Assistance Counselors, Crisis Counselor, Intervention and Referral Services, and School Based Youth Services.

Consultation and Student Planning Services

- Coordinate parent/guardian/teacher/counselor conferences for increased participation regarding student progress and career and college decisions.
- Collaborate with the Child Study Team to ensure counseling services are implemented that address the specific needs of each student.
- Communicate the availability of school resources and community services to students and their parents beyond those provided by the School Counseling Department.

Enhancement/System Support

- Provide prospective students and parents including 8th grade students with admission information, tours and presentations on PCTI's academic and technical offerings through Open House, Saturday Tours and Freshman Orientation prior to the start of their entry into PCTI.
- Schedule Parent(s)/Guardian(s) Night information sessions for Financial Aid/FAFSA, 11th Grade College Nights along with timely topics for the purpose of disseminating pertinent topics.

- Provide information to parent(s)/guardians(s) and students regarding college selection and career opportunities.
- Assist students to utilize personal, educational, career, and social science materials so that they may learn more about themselves.
- Conduct Naviance web portal training to assist students with developing an individual post-secondary planning profile program for home and school access.
- Collect data, including standardized test results about individual students, so that the information may be analyzed to assist each student maximize the benefits of their educational program.
- Host a college fair, college representatives, on-site admissions, technical school, financial assistance, and armed services representatives throughout the school year.
- Provide access to After-School Homework Help for students seeking academic support.
- Disseminate well-timed information to members of the community using the School Counseling web page, Naviance web portal, social media platforms, PowerSchool and school messenger system communications.
- Guide students to access information regarding educational or leadership programs sponsored by universities, private schools, state agencies, and civic organizations.
- Process transcripts, write student recommendations, and complete required forms for students who apply to college, other secondary schools, or unique programs.
- Participate in class meetings and attend regularly scheduled Special Services, 504 plan, I&RS and Advisory Team meetings.
- Participate in professional association conferences, workshops, conventions, and collegial visitations of schools and universities.
- Maintain a digital and physical repository of student records in accordance with New Jersey law and Board of Education policy.
- Function as a resource to support colleagues on current issues involving student well-being.
- Coordinate and implement the Senior proficiencies and Awards Scholarship Program.
- Provide proactive student wellness programs, support for at-risk students and perform crisis intervention.
- Attend school activities and events (including athletics, theater productions, cultural events, fundraisers, etc.) as members of PCTI's professional community as well as providing support for students.

PASSAIC COUNTY TECHNICAL INSTITUTE
School Counseling Curriculum & Activities by Grade Level

The extent of the services provided by each School Counselor is determined by the individual needs and requests of the student; however, there are assured services offered to every student yearly:

Ninth Grade Program

- Assist in identifying long and short term goals. (PS:B1.9)
- Discuss course offerings as they relate to future goals. (A:B2.3)
- Assess, explore, and promote career awareness. (C:A1.1)

- Provide **ongoing services**, i.e.:
 - Orientation
 - Registration
 - Scheduling
 - Program adjustments
 - Counseling for personal, interpersonal, social or academic concerns
 - Referrals to other resources
 - Conferences scheduled as requested
 - Provide input to IEP, 504 plans and I&RS meetings
 - Monitor academic progress

Tenth Grade Program

- Review and revise course selections as they relate to future goals. (A:B2.3)
- Provide information to encourage students to take the PSAT in the fall of their junior year. (A:A3.1)
- Direct students to sources of information about internship programs and military opportunities. (C:C1.6)
- Continue to assess, explore, and promote career awareness. (C:A1.1)
- Provide **ongoing services** as listed above.

Eleventh Grade Program

- Review and revise course selections as they relates to future goals. (C:C1.1)
- Encourage students to take the PSAT and SAT/ACT exams. (A:A3.1)
- Offer students the opportunity to meet with representatives regarding post-secondary options. (A:B2.7)
- Notify parent(s)/guardian(s)/students regarding progress towards graduation. (A:C1.5)
- Continue to assess, explore, and promote career awareness. (C:A1.1)
- Provide opportunity to complete graduation proficiency requirements. (A:B2.3)
- Provide **ongoing services** as listed above.

Twelfth Grade Program

- Review and assess student schedules to insure appropriate course progression for graduation. (C:C1.1)
- Provide opportunities to complete graduation proficiency requirements. (A:B2.3)
- Notify parent(s)/guardian(s), students regarding progress towards graduation. (A:C1.5)
- Assist students who may not graduate to make plans to complete high school. (PS:B1.10)
- Encourage students to take the SAT/ACT exams. (A:A3.1)
- Remind students of deadlines for college applications. (A:A3.1)
- Direct students to sources of information for STC internship programs and military opportunities. (C:C2.4)
- Direct students to sources of information about scholarships and other financial aid. (C:B2.5)
- Provide **ongoing services** as listed above.

*American School Counselor Association (ASCA) National Standards for Students

PASSAIC COUNTY TECHNICAL INSTITUTE
School Counseling Department Yearly Calendar

The following services are provided on an ongoing basis throughout the entire school year:

- Conduct individual student conferences/counseling sessions
- Provide crisis and family counseling – manage referrals as required
- Conduct group counseling sessions
- Address needs within technical areas
- Disseminate pertinent information to students via individual/group communications
- Disseminate information about Homework Help and SES tutoring programs
- Conduct parent/guardian/teacher conferences
- Address parental concerns via phone/email
- Attend CST, Advisory Team, grade-level, and technical area advisory board meetings
- Weekly counselor roundtable discussions
- Monthly director-led department meetings
- Posting of school counseling department event calendar on website.
- Verify and complete working papers
- Verify and complete SSI forms
- Ensure completion of DCP&P forms
- Refer students to DCP&P as needed and ensure proper protocol is followed
- Process transfers and RTD forms
- Coordinate Home instruction
- Student of the Month selection
- Verify eligibility and distribute SAT/ACT fee waivers
- Apply for necessary SAT/ACT accommodations
- SAT/ACT planning and administration
- Test results interpretation:
 - ACT
 - NOCTI & Career Assessments
 - STAMP & Internal Department Assessments
 - PSAT/NMSQT
 - SAT I
 - SAT Subject Tests
 - Required State Testing
 - AP College Board
- Student enrollment in New Jersey Virtual School credit recovery program
- Attend counselor workshops at area colleges about the admissions process and program updates
- Host college admissions personnel for technical area presentations to seniors
- Post scholarship opportunities on Naviance web portal, school counseling twitter and PCTI webpage

July	August	September
<ul style="list-style-type: none"> • New student registration • Process schedule changes • Call students with schedule conflicts • Resolve student schedule conflicts • Retained/Return to District • Hand schedule new students • Register colleges for College Fair • Summer Freshmen student/parent/guardian interviews • Departmental evaluation of counseling procedures/practices • Team evaluation of counseling procedures/practices • Team planning of counseling lessons/technical area presentations 	<ul style="list-style-type: none"> • New student registration • Resolve student schedule conflicts • Process schedule changes • Hand schedule new students • Process student transcripts • Update school profile • Freshman orientation • Register colleges for College Fair • Schedule college visit tours • Summer Freshmen student/parent/guardian interviews • College Application Boot Camp • Departmental evaluation of counseling procedures/practices • Team evaluation of counseling procedures/practices • Team planning of counseling lessons/technical area presentations 	<ul style="list-style-type: none"> • Plan for Back to School Night • Plan and conduct College/Military Fair • Plan college tours for seniors • Verify senior graduation eligibility • Student registration for PSAT/NMSQT administration • Upload 12th grade transcripts into Naviance. • Inform students to update activities on transcript • Complete QuestBridge applications • Write letters of recommendation • Hand schedule new students • Individual schedule changes • College dual credit course registration • Schedule ASVAB test dates • Counselor technical area introduction visits • Disseminate FAFSA and financial aid information • Financial Aid/ FAFSA Night

October	November	December
<ul style="list-style-type: none"> • Administer PSAT/NMSQT Saturday assessments. • Administer SAT/ACT Saturday assessments. • NHS letters of recommendation • Meet with and counsel students with failing marking period grades, giving priority to individuals with multiple failures • Host representatives from business, career/technical schools and military service branches. • Write counselor letters of recommendation • Process student transcripts • Inform students of FAFSA application process • Plan college tours for seniors • Conduct college tours for seniors • Nominations for Garden State and Distinguished Scholars • HESAA workshop for counselors • College Board workshop for counselors • Inform students of Selective Services registration • Introduce/update Naviance resume builder • Passaic County School Counselor Association meeting 	<ul style="list-style-type: none"> • Process college applications and transcripts • Complete Early Decision/Early Action applications • Complete ROTC and Military Academy applications • Meet with and counsel students with failing trimester grades, giving priority to individuals with multiple failures • Meet with seniors to discuss future plans • Host individuals from business, career/technical schools, and military service branches. • Plan college tours for seniors • Conduct senior college tours • Governor’s School and NJ Scholars applications • Email and post on-site college application review registration information on Naviance web portal, social media and webpage. • Introduce/update Naviance resume builder • Passaic County School Counselor Association meeting 	<ul style="list-style-type: none"> • Process college applications and transcripts • Administer SAT/ACT Saturday assessments. • PSAT/NMSQT interpretation group meetings • Host individual representatives from business, career/technical schools, and military service branches. • Plan college tours for seniors • Conduct senior college tours • Governor’s School applications processed • Introduce/update Naviance resume builder • Review of RTD appeals • Preparation and consultation for upcoming scheduling of students.

January	February	March
<ul style="list-style-type: none"> • Process college applications and transcripts • Choose nominees for Governor’s School • Monitor students with failing marking period grades • Junior transcript review • Preparation and consultation for upcoming scheduling of students. • Presentations to 9th-11th grade technical areas regarding scheduling process and course selections • Plan junior college tours • Passaic County School Counselor Association meeting • Administer SAT/ACT Saturday assessments. • Upload midyear senior transcripts to Naviance 	<ul style="list-style-type: none"> • Post summer enrichment programs on Naviance, social media and webpage. • Complete Common App midyear reports • Counsel students with failing trimester grades, with priority given to individuals with multiple failures • Ensure that seniors and parents are notified concerning course failures and/or danger of not graduating • Junior transcript review • Presentations to 9th-11th grade technical areas regarding scheduling process and course selections • Assist juniors with post-high school planning through individual/ peer group counseling • Plan junior college tours • Passaic County School Counselor Association meeting 	<ul style="list-style-type: none"> • Add scholarship opportunities on Naviance, social media, and webpage. • Assist juniors with post high school planning through individual and peer group conferences • Plan junior college tours • Conduct junior college tours • Register students for AP Exams • Preparing for Junior Parent Night • Review student schedules for next year and resolve conflicts • Passaic County School Counselor Association meeting

April	May	June
<ul style="list-style-type: none"> • Review student schedules for the next school year and resolve conflicts • Scholarship update • Placement assessments for incoming 9th graders • Counsel students with failing marking period grades giving priority to individuals with multiple failures • Monitor seniors' progress towards graduation • Counsel seniors with undefined post-secondary plans • End of Program assessments • Planning and organization of senior awards program • Assist juniors with post-high school planning through individual/peer group counseling • Junior college tours • Update Naviance resume builder • Junior Parent Night for college planning and preparation • Updating and opening in-house scholarship application • Passaic County Counselor Association meeting 	<ul style="list-style-type: none"> • Evaluate in-house scholarship applications • Counsel students with failing trimester grades giving priority to individuals with multiple failures • Send letters to student/parent/guardian regarding course failures and provide summer school information • Resolve student schedule conflicts for next school year • AP exams • Planning and organization of senior awards program • Process college applications and student transcripts • Junior college tours • Update Naviance resume builder • Passaic County Counselor Association meeting • Senior post-secondary plans survey 	<ul style="list-style-type: none"> • Post summer school information • Update student records • Reschedule students due to failures • Audit final grades for seniors • Counsel students with failing marking period grades giving priority to individuals with multiple failures • Send letters to student/parent/guardian regarding course failures and provide summer school information • Planning and organization of senior awards program • Senior Awards program • Conferences with seniors at-risk of not graduating • Resolve student schedule conflicts for next school year • County breakfast honoring valedictorian and salutatorian • Ensure completion of senior post-secondary plans survey for final transcript purposes

PRINTED and/or ONLINE MATERIALS
Prepared and Distributed by the School Counseling Department

- School Profile*
- Program of studies*
- Scholarships
- SAT/ACT/PARCC/ASVAB/AP/STAMP/ NOCTI & Career Assessments testing dates
- Student awards
- PowerSchool student and parent login
- Naviance parent login*
- Grade level information
- Graduation requirements*
- Student forms
- Online Student Success Library
- School Counseling monthly calendar
- College open house schedules
- College visits
- Financial aid information, tutorial, and information hotline
- Daily bell/time schedule

EMAIL/ONLINE MATERIALS TO PARENTS/GUARDIANS

- Letter announcing PSAT's test date and registration to parents of 10th and 11th graders.
- General information as needed throughout the school year.
- Letter announcing the state testing schedule and dismissal information.
- School Messenger to parents for upcoming events

*The above programs/services specify the content of the counseling program of the Passaic County Technical Institute. At times, programs are developed and offered as a response to the ever-evolving educational system requirements and activities that influence the school community. Every effort will be made to update our services to meet and exceed the needs of our students and parent(s)/guardian(s).