Department Plans 2025-2026

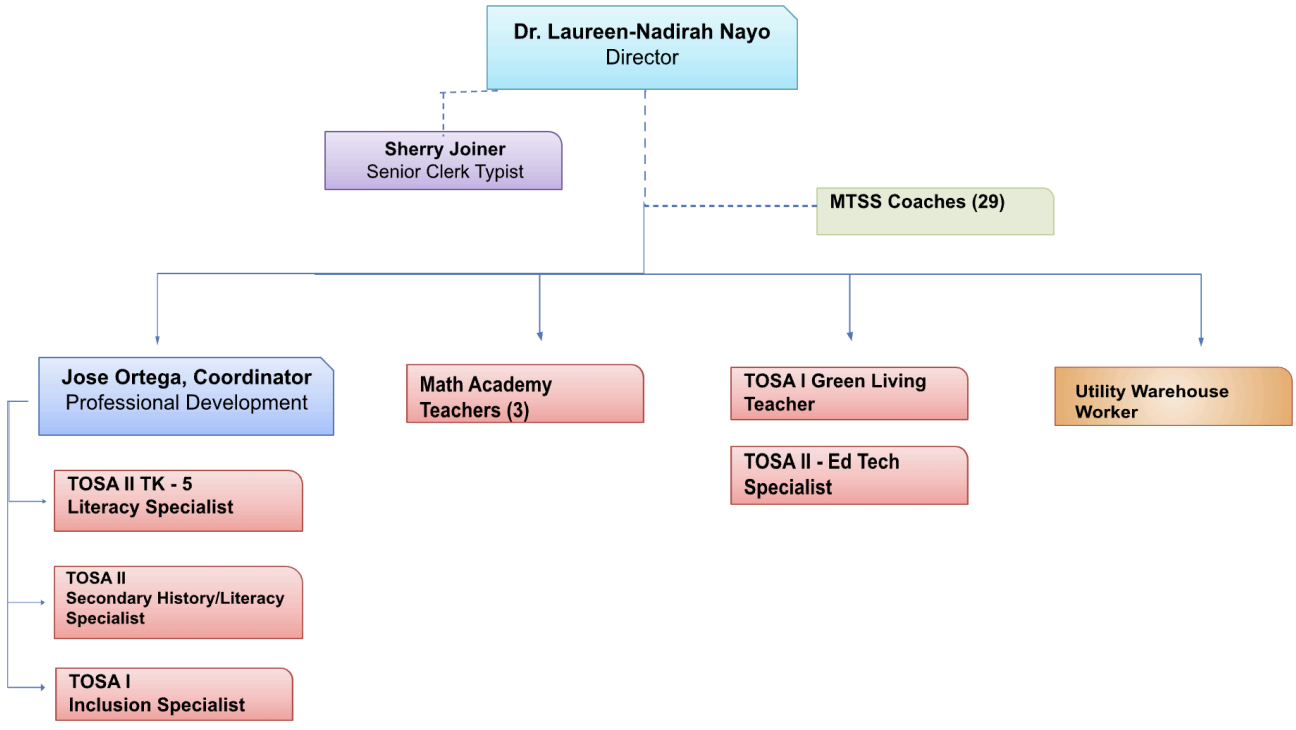
Overview

Department: Curriculum, Instruction, Professional Development & Ed Tech

Objective:
The Curriculum and Instruction Department is committed to advancing academic excellence, equity, and innovation across all PUSD schools. Through the delivery of high-quality curriculum, targeted professional development, integrated educational technology, and specialized academic programs, the department supports educators, students, and families in fostering inclusive, rigorous, and engaging learning environments.

Roles and Services

Department Organizational Chart



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Services provided by the CIPD- EdTech Department:

The Curriculum, Instruction, Professional Development- Ed Tech Department serves the broader Pasadena Unified School District by providing leadership, guidance, and resources that ensure instructional excellence, equity, and coherence across all school sites.

1. Curriculum & Instructional Support

- Delivers Board-approved curriculum for all core subjects
- Provides instructional support documents, learning platforms, and resources for classroom implementation
- Ensures alignment of curriculum and instruction across schools and specialized programs (e.g., LADD, Special Education, GATE, DLIP, IB and Magnet themes)
- Maintains course coherence, including course codes, UC a–g approval, and policy compliance
- Create systems to uphold state educational mandates

2. Professional Learning & Leadership Development

- Coordinates initial and ongoing training for district-wide academic initiatives
- Facilitates District-Wide Professional Development Days for certificated and classified staff
- Builds capacity among teachers and site leaders in support of instructional and technology integration goals

3. Assessment & Academic Policy Oversight

- Aligns progress monitoring tools and assessments with district priorities in all core subjects
- Oversees implementation of the Math Placement Policy, including assessment protocols and data management

4. Instructional Materials & Educational Technology

- Coordinates the pilot, purchase, processing, and distribution of instructional materials to ensure timely access
- Monitors compliance with the Williams Act for instructional material sufficiency
- Manages academic technology systems, including staff app requests and digital platform support
- Promotes integration of educational technology to enhance instructional practice

5. Specialized Academic Programs

- Oversees implementation and coordination of districtwide academic enrichment programs, including Math Academy and Green Living

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Prior Year Reflection

Accomplishments in 2024-2025 include:

- Provided professional development to teachers, coaches and site leaders focused on Tier 1 implementation of adopted instructional materials
- Established weekly professional learning sessions for coaches emphasizing lesson internalization, effective feedback cycles and integration of inclusive practices to support teaching and learning
- Partnered with the Office of Family & Community Engagement to host quarterly Family Content Nights
- Launched the *Student/Family Tech Bytes* Smore newsletter to provide families with timely EdTech updates and guidance
- Conducted classroom walkthroughs focused on building a positive ecosystem through responsive practices
- Provided professional development to teachers at all sites on best practices for integrating Promethean Boards and Voice Amplification with curriculum.
- In collaboration with procurement have instructional materials prepped, ready and delivered to school sites by the end of the 2024-25 school year for the 25-26SY
- Maintained continuity of learning throughout the 2024-25 school year

Next Steps/ Continued Actions for 2024-2025:

- Deploy TechLeader Coaches to support teachers with integrating digital tools to enhance student learning
- Provide ongoing professional learning for TechLeader Coaches
- Securing quotes to purchase instructional materials for 2025-2026

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Department Priorities & Goals

Actions/Strategies/Projects/Priorities for 25-26

Item #1	Budget Allocation	Timeline for Outcome/ Implementation
Implementation and support of the reading difficulties screener, including dyslexia	$64,000.00	August 2025 - May 2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
State mandate	1. Learner Focused Instruction	1	1

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
Amira Completion Rates for K-2	Reporting from Amira Platform	0%	100%
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #2	Budget Allocation	Timeline for Outcome/ Implementation
Continued implementation of High Quality Instructional Materials	$100,000	August 2025 - May 2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
KickUp Walkthrough Tool	1. Learner Focused Instruction	1	1

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Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
Improved observation of usage of HQIM	Observational walkthrough tool (Kick Up)	80%	95%
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #3	Budget Allocation	Timeline for Outcome/ Implementation
Professional learning on integration of basic technology package using High Quality Instructional Materials	$85,000	August 2025 - May 2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
KickUp Registration Logs	1. Learner Focused Instruction	1	1

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
Increase percentage of teachers reporting engagement of students in lessons	Survey data	0% (not enough responses)	50%
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #4	Budget Allocation	Timeline for Outcome/ Implementation
Development of an online professional learning library	$70,000	August 2025 - May 2026

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action

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Feedback from staff on the availability of online professional learning aligned to district curriculum and goals	1. Learner Focused Instruction	1	2

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
Availability of required professional learning sessions and canvas courses	Completed Canvas courses	0	5- 10 courses
			Not Met

Actions/Strategies/Projects/Priorities for 25-26

Item #5	Budget Allocation	Timeline for Outcome/ Implementation
MTSS coaches professional learning	$65,000	August 2025 - May 2026 with Quarterly Updates

Data Used to Determine (Prior Year Data)	Alignment to Strategic Plan	LCAP Alignment	
		Goal	Action
Coaches Weekly Agenda Scope and Sequence	1. Learner Focused Instruction	1	1
Attendance data	1. Learner Focused Instruction	1	1

Success Indicators	Data Used to Determine Success	Key Performance Indicators (KPIs)	
		Current	Goal
80% of coaches will indicate an improved skills	Feedback surveys from MTSS Coaches	0%	80%
			Not Met

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Spending Priorities

Spending Plan for 25-26 (lists year over year changes, **if any**) with 2 prior years spending.