

PASADENA UNIFIED SCHOOL DISTRICT
2021-2022 DEPARTMENT PLAN

Department Name: Educational Technology

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Department Purpose

What does the department do?

In collaboration with other departments, provide professional development, coaching, classroom modeling and educational technology resources to enhance teaching, learning and leadership.

Department Services

What is a general list of services that your department provides?

Provides professional development and coaching on educational technology best practices, pedagogy and instructional resources. Models effective lesson delivery using educational technology tools. Offers support on ITS adopted educational technology applications (Webex, Hapara, Nearpod, Google Applications for Education, Canvas, Aeries Gradebook, Paper) devices and resources. Provides guidance and input on classroom technology purchases and grants. Oversees and supports the Innovator, Educational Technology Leader and Digital Citizenship programs at the site.

Total Department Budget

What is your department's total budget?

The total department budget is \$311,998.00.

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Prior Year Reflection

This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

The department wanted to provide relevant support to students, staff and families that included timely technical support, resources for Digital Citizenship, tutorials on ed tech applications, communication surrounding ed tech issues and mentoring of site based innovators and educational technology leaders.

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

The department was able to create space in Canvas for resources, provide timely technical support, send out frequent communications, create a Digital Citizenship Canvas Course and oversee, support and mentor innovators.

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

The Tech Bytes Smore reached a wide audience as evidenced by Smore analytics, each Smore averaged around 2,000 views. Technical support was timely and taken advantage of as evidenced by the 2563 tickets that were generated and then resolved by the ed tech team. Resources were created, but were underutilized by staff.

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Current Year Priorities

This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.

Data and Information Used for Plan Development

What data did you consider when developing this plan?

We looked at the technology department audit, recommendations from the Technology Advisory Committee (TAC), survey data of teachers needs, and the Fresh Desk ticketing system.

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

The technology audit which encompassed many different stakeholders, the tickets from the Fresh Desk ticketing system and the feedback from the TAC committee primarily informed the goals set in this plan.

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

The key data findings are 1) stakeholders want more avenues for communication and information dissemination regarding the use of technology in the district to ensure that stakeholder input is considered when educational technology decisions are made 2) professional development is needed to ensure that stakeholders understand how to integrate educational technology to improve teaching and learning 3) Educational technology resources need to be more accessible 4) Systems and processes need to be clearly defined to increase accountability.

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

We need to refocus and redefine the services of our department to ensure that we are focused on training, coaching and developing the capacity of others in using educational technology to support and enhance teaching and learning. This redefinition includes a plan for coaching for capacity so our team can move beyond being just another arm of help desk support.

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We are looking to increase the visibility of the educational technology department and resources, strengthen the capacity of others by offering multiple avenues for professional development, coaching and modeling, increase communication of educational technology issues, policies and practices, increase stakeholder engagement and ensure every student receives training in digital citizenship.

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Current Year Planned Actions and Metrics

This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we...	#REF!
	and
	and
	and
	and
	and
then...	Continuing to implement and support the Technology Leaders program as a way to build capacity in teachers with less technological proficiency than our Innovators and offer coaching, training, collaborative learning experiences and opportunities to support their peers' technological growth.

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and

Continuing to provide two TOSA II Academic Technology Coaches who support the educational environment by providing coaching, professional development, instructional modeling, application support, technical support and guidance on technology based, standards aligned curriculum and resources.

and

Providing two days of PD for Innovation and covering the cost of the PD for Innovators and Tech Leaders. School sites may choose to send other staff, at the cost of the school site.

and

Using the extended learning and opportunities grant, offer 20 hours of afterschool training during the 21-22 school year to teachers in the areas of using technology to increase student engagement and ownership of learning, increase teachers' knowledge of how to use technology to support social emotional learning and to increase teachers' knowledge of how to accelerate learning using technology.

and

Continuing to support the implementation of the Technology Innovators Program. Technology Innovators will support school site teachers with aligning educational technology and district academic initiatives/curriculum, modeling educational technology practices, providing pd to staff and providing basic technological support. In addition, Innovators will participate in a monthly collaborative

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meeting and 2 days of Innovation training hosted by the Ed Tech Department.

Provide 140 hours of Innovator Support during summer school. 70 hours in 21-22 and 70 hours in 22-23.

and

Creating an E-learning Center on the Ed Tech webpage that will offer self paced courses, badges and hyperlinked tutorial support.

which will...

We will build the capacity of all teachers to use educational technology as a purposeful teaching and learning tool

If we...

then...

Conducting webinars 2 x a month for parents and students on how to use technology to support student learning, home-school communication and home learning environments.

which will...

We will build the capacity of students and parents to use educational technology as a purposeful learning and communication tool

If we...

then...

Creating a model technology innovation lab for use as a training and demonstration classroom to ensure that teachers receive hands-on training in how to integrate and use technology purposefully to enhance teaching and learning and as a way to vet technology that may be recommended for classroom use.

which will...

We will build the capacity of all teachers to use

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educational technology as a purposeful teaching and learning tool and avoid making recommendations for classroom technology that is not effective or useful as a tool.

If we...

then... Meeting the Digital Citizenship requirements of E-rate and CIPA through full implementation of our Digital Citizenship course in Canvas which includes a) updating course materials. b) implementing the e-rate accountability forms, c) training Innovators on the expectations, d) designating a Digital Citizenship month, e) including digital citizenship topics in Tech Bytes, f) renewing the digital citizenship bundle with Nearpod, and g) monitoring the completion rates to ensure 100% compliance.

which will... PUSD will not lose it's e-rate funding and students will continue to have one to one devices, and learn how to navigate the internet safely and leave a positive digital footprint.

If we...

then... Continuing to regularly share information and resources through the Tech Bytes and Smore communiques to staff, students and families.

which will... We will improve communication, technology operations, procedures, and support to all stakeholders

If we... Increase Ed Tech Visibility

then... Creating an Educational Technology webpage on the PUSD website that includes access to the virtual learning center, the ed tech teacher handbook, information on ed tech systems, processes, best

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which will...

practices, and allows for pd requests.

We create a visible system of learning, information, and support that allows PUSD staff, students and families to navigate technology more effectively.

If we...

then...

which will...

Continuing and strengthening the implementation of the Technology Advisory Committee, whose purpose is to make recommendations that utilize technology to enhance learning outcomes by ensuring that all students and teachers have equitable access to a robust digital infrastructure including expanded opportunities for digital access, citizenship and literacy.

We ensure that all students and staff have equitable access to a robust digital infrastructure, expanded opportunities for digital access, citizenship and literacy.

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Priority 1: Provide Support, Professional Development and Coaching to all Stakeholders to Increase Teaching, Learning and Student Success

[Action 1]

Continuing to implement and support the Technology Leaders program as a way to build capacity in teachers with less technological proficiency than our Innovators and offer coaching, training, collaborative learning experiences and opportunities to support their peers' technological growth.

Metrics

- a. At the beginning of the year, Tech Leaders will be given a needs assessment survey and PD, coaching and meetings will be planned around this survey. Training Tech Leaders will participate in a (+Δ-) feedback survey after every meeting.

After each professional development Tech Leaders will participate in the PD effectiveness survey.
effectiveness will be measured using the PD Effectiveness Survey.

[Action 2]

Continuing to provide two TOSA II Academic Technology Coaches who support the educational environment by providing coaching, professional development, instructional modeling, application support, technical support and guidance on technology based, standards aligned curriculum and resources.

Metrics

- a. After each professional development offering, impact will be measured through a PD effectiveness survey.

Technological Support is tracked through the Fresh Desk System

Standards Aligned Resources will be evaluated annually using the Ed Tech Procurement and Evaluation Doc

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[Action 3]

Conducting webinars 2 x a month for parents and students on how to use technology to support student learning, home-school communication and home learning environments.

Metrics

- a. Webinar impact will be measured through the Webinar Effectiveness Survey

[Action 4]

Providing two days of PD for Innovation and covering the cost of the PD for Innovators and Tech Leaders. School sites may choose to send other staff, at the cost of the school site.

Metrics

- a. Training effectiveness will be measured using the PD Effectiveness Survey.

[Action 5]

Using the extended learning and opportunities grant, offer 20 hours of afterschool training during the 21-22 school year to teachers in the areas of using technology to increase student engagement and ownership of learning, increase teachers' knowledge of how to use technology to support social emotional learning and to increase teachers' knowledge of how to accelerate learning using technology.

Metrics

- a. Training effectiveness will be measured using the PD Effectiveness Survey or the Webinar Effectiveness Survey, depending on the format of the training.

[Action 6]

Creating a model technology innovation lab for use as a training and demonstration classroom to ensure that teachers receive hands-on training in how to integrate and use technology purposefully to enhance teaching and learning and as a way to vet technology that may be recommended for classroom use.

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Metrics

- a. Training effectiveness will be measured using the PD Effectiveness Survey.

[Action 7]

Continuing to support the implementation of the Technology Innovators Program. Technology Innovators will support school site teachers with aligning educational technology and district academic initiatives/curriculum, modeling educational technology practices, providing pd to staff and providing basic technological support. In addition, Innovators will participate in a monthly collaborative meeting and 2 days of Innovation training hosted by the Ed Tech Department.

Provide 140 hours of Innovator Support during summer school. 70 hours in 21-22 and 70 hours in 22-23.

Metrics

- a. After each professional development offered by Innovators, impact will be measured through a PD effectiveness survey. Innovator Accountability tracking and time cards are reviewed monthly

Innovators will participate in a (+Δ-) feedback survey after every meeting

Priority 2: Support and Develop Digital Citizenship

[Action 1]

Meeting the Digital Citizenship requirements of E-rate and CIPA through full implementation of our Digital Citizenship course in Canvas which includes a) updating course materials. b) implementing the e-rate accountability forms, c) training Innovators on the expectations, d) designating a Digital Citizenship month, e) including digital citizenship topics in Tech Bytes, f) renewing the digital citizenship bundle with Nearpod, and g) monitoring the completion rates to ensure 100% compliance.

Metrics

- a. The E-rate accountability forms will be used to track basic instruction

in Digital Citizenship.

Priority 3: Build the Capacity of all Stakeholders to Increase Teaching, Learning and Student Success

[Action 1]

Creating an E-learning Center on the Ed Tech webpage that will offer self paced courses, badges and hyperlinked tutorial support.

Metrics

- a. Self-Paced E-Learning Effectiveness Form

Priority 4: Increase Communication

[Action 1]

Continuing to regularly share information and resources through the Tech Bytes and Smore communiques to staff, students and families.

Metrics

- a. Impact will be measured using Smore analytics.

Priority 5: Increase Ed Tech Visibility

[Action 1]

Creating an Educational Technology webpage on the PUSD website that includes access to the virtual learning center, the ed tech teacher handbook, information on ed tech systems, processes, best practices, and allows for pd requests.

Metrics

- a. Website analytics using both Google and Blackboard will be monitored quarterly to track the number of visitors, website interactions, pd requests (etc).

Priority 6: Increase Stakeholder Engagement

[Action 1]

Continuing and strengthening the implementation of the Technology Advisory Committee, whose purpose is to make recommendations that utilize technology to enhance learning outcomes by ensuring that all students and

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teachers have equitable access to a robust digital infrastructure including expanded opportunities for digital access, citizenship and literacy.

Metrics

- a. At the end of each meeting, participants fill out a +^-. In addition, impact will be measured by completion of Bond projects and an annual Technology Staff/Student/Parent survey.