

PASADENA UNIFIED SCHOOL DISTRICT

DEPARTMENT ANNUAL PLAN FORM

Fill in boxes below:

DEPARTMENT NAME:	<p><i>You may combine Departments if they serve a similar or linked purpose</i></p> <p>Secondary Education (including College & Career Pathways)</p>
DEPARTMENT STATEMENT OF PURPOSE (A):	<p>Support all secondary sites, programs and events to ensure access to rigorous academics, integrated student supports, real-world experiences in the classroom and in professional settings for all students. Students graduate with the skills and confidence to succeed in college, career, and life.</p>
LIST OF SERVICES	<p><i>Please provide list of basic, ongoing services your Department currently provides.</i></p> <ul style="list-style-type: none"> • Supervise and support all secondary principals, review and evaluate results, develop and support improvement plans, and align budget • Lead Instructional rounds in secondary to improve quality of instruction • Support for WASC, CDE and other certifications, compliance monitoring, grants management • Provide and develop PD for site leaders, counselors, academy leads/staff & athletic directors • Support above through secondary director, collaboration with partners, contracted services, Curriculum & Instruction, College & Career Coordinator, TOSAs, COSA, Technicians • Support and evaluate program implementation at all secondary sites (magnet grants, Academies, IB, DLIP, credit recovery, intervention, etc..) • Ensure continuous improvement cycle yields high quality Academies at all high schools – NAF resources, College & Career Coordinator & TOSAs • Contract/identify/monitor work of WBL intermediaries for job shadowing and internships • Plan and coordinate PUSD Annual College Fair • Plan and coordinate 9th grade student conference (600+ 9th graders in academies) • Teach/facilitate all 9th grade student portfolio upload into Naviance (continue until site capacity developed) • Integrated Project PD • 8th grade Recruitment Fair/Academies Showcase/Career Exploration • Middle School Career days & 8th grade College & Career lessons (including contract for Career Pillars) • COSA – Districtwide FAFSA submission of GPAs and monitoring &

	<p>Dual Enrollment Coordinator (process teacher apps, enrolling students, etc...)</p> <ul style="list-style-type: none"> • Increase offerings and improve student outcomes and industry certifications in CTE program.
(OPTIONAL) DEPARTMENT THEORY OF ACTION:	<p>(Same as Academics Division)</p> <p>If Academic Services articulates a coherent vision for PK-12 education, and provides appropriate supports for schools, our students will graduate college and career prepared.</p>

The following is a template for Department staff to think about linking together who they serve, desired outcomes, services/strategies/actions they take, and how they know if desired outcomes are being achieved.

1. Department Goals (Outcomes) 2016-17 (B) <i>What outcomes do you want to see? For who? Are they aligned to Strategic, LCAP, other plans?</i>	Metrics (C) <i>How will you measure impact?</i>	Targets (D) <i>Include baseline level, if available</i>
1. Increase the number of students who are college ready. Provide oversight, support, PD and coaching as appropriate.	# high school students meeting A-G eligibility, passing EAP, scoring 3 or better on AP exams. CAASP – ELA/math (disaggregated by subgroup) Participation at College Fair	5% increase
2. Increase the number of students who are career ready. Provide staff development and facilitate implementation of lessons and experiences at middle schools and high schools that focus on college and career education.	# students completing career-based learning in the classroom, participating in job shadowing and internship opportunities, and applying for work permits.	5% increase
3. Improve graduation and completion rates through oversight and support	Graduation rate and # students completing credit reclamation courses	5% increase

<p>of counseling, student support and credit reclamation opportunities at the middle and high school level.</p> <p>4. Increase the number of Dual Enrollment and Concurrent Enrollment classes.</p> <p>5. Use Instructional Rounds process to share best practices and improve learning and teaching. Develop capacity in Principals, Assistant Principals, Counselors, Athletic Directors, Academy Lead Teachers to develop strong Instructional Leadership Teams at their school sites.</p>	<p># of high school student earning college credit</p> <p>Overall performance and climate at each secondary site</p>	<p>5% increase</p> <p>Achievement based on site plans/goals/CAASP scores</p>
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2. Department Actions for 2016-17(E) <i>What will we do in 16-17 to achieve our goals and meet our targets?</i>	<i>Will this take additional resources to do in 16-17?</i> <i>Yes/No</i>
<p>Provide professional development to ensure access to high-quality instruction. Identify BLTs (Behaviors of Learning & Teaching) and highest leverage strategies that address barriers to equitable learning</p> <p>Provide opportunities for teacher collaboration focused on Common Core standards and curriculum, PBL, developing common rubrics and core outcomes, and college and career preparation</p>	<p>Yes – Since coaching support might be limited at some campuses, provide funding for subs, extra hourly pay for teachers + consultant fees</p>
<p>Hold Instructional Rounds focused on data-driven school improvement processes that require analysis of student-level and cohort data</p>	<p>No – cost remains the same as 2015-16</p>
<p>Develop stronger collaboration with local community college and other</p>	<p>No – cost remains the same as 2015-16</p>

<p>postsecondary institutions</p> <p>Support 8th graders through districtwide workshops and recruitment efforts that inform, challenge, and personalize their learning experiences</p>	<p>No – cost remains the same as 2015-16 covered by grant funding</p>
<p>Align and increase CTE courses that lead to college credit or industry certification.</p>	<p>Yes - Partly funded through grants + CTE allocation through LCAP (base funding)</p>
<p>Utilize College & Career Media labs at middle schools to deliver 21st century learning opportunities to students and expand Academy offerings and experiences by fully utilizing CTE facilities and equipment upgrades</p>	<p>No - Measure TT funds allocated for this purpose</p>
<p>Provide a minimum set of work-based learning experiences, including compensated internships for all Academy students</p>	<p>No - Funded through grants</p>
<p>Develop program models to ensure a shared vision and common learning outcomes that support diverse school and student needs. Partner with site administrators and CWAS office to create a culture of achievement on every secondary campus</p>	<p>Yes – Funding for subs, PD, local conferences for students and adults</p>
<p>Create intervention and bridge programs to provide enrichment and remediation opportunities for students during the summer</p>	<p>Yes - PD and counseling extra hourly & COSA (partly funded through grant funds)</p>
<p>Provide targeted student support services to reduce failure rates and</p>	<p>No - PD covered by grant</p>

increase college and career options	funds. Need \$ for secondary summer school program
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