



CONFETTI!!!

Teacher Training Academy Pre-Intern Teaching Program District Intern Program Master Plan Teacher Training Program
Volume #15 Issue #14 NEWSLETTER January 20, 2010

All District Interns

The First Step in Getting Organized

We started last time with an outline discussion of the "5S", the simple, yet very powerful set of principles on which an effective, efficient classroom can be based. In this article, the first principle, Seiri is discussed in further detail.

Seiri means "Organization" (or, if you prefer "5S"-words, you can use sort or sort-out). It means to put things in order, organizing them using specific rules. This means that once you know and have internalized these rules, you will very quickly be able to find the things you want without having to hunt for them every time.

The act of sorting things into groups is called stratification management. You can do it by taking the items themselves or their names written on Post-it Notes, and grouping them into piles, with the general rule that each will be tidied in a similar way or grouped together. For example in the classroom, documents and handouts can be sorted by incoming, graded, and recorded. An art classroom may group paints by type or color. The guiding principle is what will best help them to be selected when they are needed.

Seiri is not just about tidying things up, it is also about throwing things away, or at least removing the things you need least to a place where you can find them on the occasion you desperately need them (as opposed to rummaging at the bottom of your toolbox or drawer). Putting away those things you are not going to use today also means that the things you are going to use become a lot more visible and easier to find.

Rubbish and junk should be relentlessly rooted out and thrown away. This includes things that

have fallen down between desks, old notices on boards, piles of stuff in corners, and so on.

There is a breed of human not unlike the humble squirrel. Their motto is "Don't throw it away—it might become useful some day." They have cupboards and attics so full of junk; they have long forgotten what is at the back, even if they could get to it. Their houses are untidy and they constantly have difficulty in finding things. "It's around here somewhere" is a common saying.

Sorting out importantly also includes separating broken and worn equipment, as well as damaged and defective materials that could be mistakenly mixed with working or functional materials.

When you are tidying up or organizing the classroom, constantly ask, "How did it get this way?" If you can find the cause, you can address this to prevent the problem from recurring.

Dirt and grime is a part of untidiness and should be regularly cleaned away. Where dirt accumulates, especially in corners where it can really pile up, block pathways and so on, a close analysis should be performed to identify its causes. Where things leak, rather than just installing a drip pan or other quick fix, contact your plant manager and be persistent about getting it fixed correctly.

An important part of Seiri is people taking personal responsibility for tidying up. Where there is litter, it gets picked up. After equipment is used, it is put in its proper place. It is not difficult, especially when basic habits have been formed. A quarterly organized "spring cleaning" with your students can also be helpful, to root out things which have accumulated.

Reprinted from Quality World, the journal of the Institute for Quality Assurance: orig. pub. January, 2002

EDUCATION SPECIALIST DISTRICT INTERNS

District Intern Education Specialist:

All winter interns who are working toward Preliminary or Clear Credential need to make sure all work, hours, and portfolios are turned in and graded.

Bring statistics to life by doing the following: 1. Divide students into groups of 3 or 4. Have each group select a sport that interests them. 2. Have students use Internet sources such as ESPN & Sports Illustrated to collect statistics from their chosen sports. 3. Ask students to use graphing calculators to record their various data points. 4. Ask each student to prepare an oral report using that information. Adapted from Better Teaching, February 2007, vol.20, No. 6.

CENTSE YEAR 1 M/M

ESEd 402c: Reading for Students with Special Needs will continue through January 25th.

CENTSE YEAR 1 M/S

ESEd 402c: Reading for Students with Special Needs will continue through Monday, January 25th.

WINTER '08 M/M

No classes.

CENTSE W 08

ESEd 407.1 Multicultural Aspects for Students with Special Needs will begin on Wednesday, January 20th. The first day is face to face.

M/M Year 1

Ed 202ab: Curriculum and Methods of Teaching Reading, and Language Arts will continue to meet on Wednesday, January 20th, Monday, January 25th, and Saturday, January 30th.

M/S Year 1

Ed 202ab: Curriculum and Methods of Teaching Reading, and Language Arts will continue to meet on January 20th, 25th, and Saturday, January 30th.

YEAR 2 M/M AND YEAR 2 M/S

No classes

YEAR 2 M/S

No classes

EAR 3 AND CENTSE II

ESE 513: Advanced Behavior, Evaluation and Guidance will continue to meet on Wednesday, January 20, Monday, January 25 and Saturday, January 30th.

YEAR 3 M/S

ESE 513: Advanced Behavior, Emotional, Environmental Supports will continue to meet on Wednesday, January 20, Monday, January 25 and Saturday, January 30th.

WINTER 06 AND CENTSE WINTER '07

No classes

Winter 07/08 M/M

No Classes

Regards,

The Education Specialist Team

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All Cohorts

Support Provider Verification Forms...

Please be sure that your Support Provider has submitted their verification forms, so that they may be appropriately compensated for their support.

Single Subject District Interns

Semester One Preparation Summer/Fall '09-'10 Cohort

ED 200.10 Methods of Teaching-Session #2:

Session 2 of ED200.10, **The Methods of Teaching English, Math and Science** will be on Monday, January 25, 2010, from 4:15 p.m.-8:00 p.m. at Johnnie L. Cochran, Jr. Middle School. Please bring all required assignments and materials for this class.

Past Due Assignments for Summer/Fall '09-'10

For some members of the cohort, the following assignments are now past due, and need to be submitted at this portfolio class meeting:

- CalTPA Subject Specific Pedagogy (SSP) task to be e-mailed to Dan Ontell, as an attachment.
- CalTPA Designing Instruction (DI) task to be e-mailed to Dan Ontell, as an attachment.
- What's Behind the Classroom Door-A (WBTC-D-A) Portfolio task, tabbed and in a binder
- Spending Time to Save Time (STTST) tabbed and in a binder
- My Life as a Teacher (MLAAT) entries 1-5 and entries 6-10
- What's Behind the Classroom Door-B (WBTC-D-B) Portfolio task, tabbed and in a binder

• Additionally, if you have not completed ED 200.1 (Classroom Management) or ED 200.12 (ELD), it is time to get the work for those classes turned in. Moodle is still open for late submissions of work.

Summer District Intern Orientation Work

Interns are reminded to finish-up Orientation work now, since almost **five months** have passed since the end of the District Intern Summer Orientation. Many of you are partially complete with Orientation work, but as of this date, only 3 out of the 24 members of the cohort have been awarded salary points for Orientation.

Thanks to the interns who have already finished-up and have received their completion certificates and salary points.

If you have any questions about Orientation, please make the following contacts:

Dave Harris

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(213) 241-5481

Paula Stokes

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Backing-Up DI Program Work

This is an important reminder that all DI Program work needs to be backed-up on flash drives, portable hard drives and other computers. In the past few years many interns have lost DI work assignments because they had not backed them up.

Interns in the Summer/Fall 09-10 cohort have already lost data, so this is a serious wake-up call to back-up data in multiple locations.

If your laptop needs to be worked on notify the advisors via e-mail, so the technical crew can be notified.

Preparation Semester 2 Winter '08-'09 Cohort

ED 200.16 Voices of Diversity - Session #1

We look forward to seeing you on **Monday, January 25, 2010** for the first session of this exciting course.

Preparation Semester 3

Summer/Fall '08-'09 Cohort

ED 200.19c Portfolio Class

Your final sessions of ED 200.19c Portfolio Construction will be on **Monday, January 25, 2010**. You will be submitting your portfolios for final assessment. Be sure to bring **your completed** Portfolio tasks for review/assessment:

- What's Behind the Classroom Door
- My Life as a Teacher
- Spending Time to Save Time
- Plan and Deliver (complete)

- Reaching Beyond the Textbook
- Networking One on One
- Community Connection

Also, if you have not done so, be sure to have any past due TPA tasks ready for submission.

You will also be submitting your **FACT; Initial Assessment of Teaching Practice** task and preparing your portfolios for final submission.

Remember, you must attend all portfolio classes. Any class missed requires a face-to-face makeup.

Exit Interviews and Culmination

We are now scheduling **exit interviews** for interns who have completed all work to date. The dates for Exit Interviews are: Tuesday, January 26, Thursday, January 28, and Tuesday, February 2, 2010. Note: **ALL** coursework must be completed and evaluated **before** we can schedule your interview.

Culmination is scheduled for **Saturday, February 20, 2010**. Attendance to this important event is mandatory as it is part of your professional development plan.

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Remember to make copies of all documents that you submit

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Confett!!! is published weekly by Teacher
 Development and Support /District Intern
 Mirna Hamamoto, Editing Secretary
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