

Field Experience - Activity LogIntern: Axinia Edith Zepeda

I certify that, to the best of my knowledge, the intern has completed all of the listed activities.

Cooperating Site Administrator signature: _____

Date	Total time	Description of Activity
1/20/23	2	Talent Acquisition PD- TRACS HISD- This 2-hour class is customized for Hiring Managers. Hiring managers will learn how to use HISD TRACS to effectively communicate with the Office of Talent by calibrating open positions, confirming skills and qualifications for the position, viewing candidate profiles, and identifying candidates quickly to moving and tracking the status of positions in real time.
1/25/23	8	PLC- Campus Annual Testing PD- As the Campus Testing coordinator, I provided the teachers and staff information regarding test security and testing protocol for upcoming state testing (TELPAS/STAAR)
1/21/23	4	Magnet Fair- As the Magnet Coordinator, I attended the districts Magnet Fair to recruit for our campus IB magnet program. I shared information to potential families and stakeholders on our campus programming. I assisted families who were looking for programs outside of the scope of our schools programming.
1/27/23	1	Recruitment- Farias Early Childhood Center- Kinder roundup- I attended the local Early Childhood Center's Kinder Roundup, to recruit families. I was able to share with community the educational benefits of attending an IB campus such as Durham.
2/1/23	3	Site Mentor Meeting: Discussed Field Experience Handbook, Completed Self-Evaluation, began to develop a Field experience Action Plan, and backwards planning to prepare for superintendency certification test. Dr. Clark provided me with some direction on alignment of field experience to the Superintendency domains and competencies.
2/2/23	4	Tier II leaders learn more about Lead4Ward and work with Assistant Superintendent in an Action Planning Session for the campus 15 Day Plan.
2/3/23	3	Budgeting for Principals: Online professional development about the HISD budget process including annual budgeting timelines, resource allocation formulas for schools, strategic planning, and an introduction to the OneSource Budgeting system. An in-depth review of each of the components of the budget string will be presented to enable HISD leaders in identifying appropriate funds to use for purchases and extra pay for staff.
2/3/23	1	Approving Documents and Requests: Online professional development about how to approve items including time sheets or shopping carts. Participants will also learn how to approve Time & Leave, manage substitutions, display organizational information, approve stipends, manage their inbox, manage School Summer Administration, and run reports in Manager Self Service.
2/7/23	2	TTESS Video Calibration Webinar - Participants will take a deep-dive into the T-TESS rubric as they practice collecting evidence, scripting techniques, and coaching with evidence collected from a classroom visit. Participants will also be able to articulate the difference between reliability and validity with emphasis on the requirements for the Teacher Incentive Allotment.
2/7/23	1	AP Pipeline – Klein ISD – Webinar- Instructional Leadership- Improve leadership coaching skills by

		developing a better understanding of : Data Driven Instruction, Leadership impact on others, intentionality effects on school culture, and professional learning development.
2/9/23	2	Region 4 Houston ISD Professional Development: Implementing the ARD Committee Manager Training for Tier II Leaders
2/9/23	1	Legal Services: ARD Committee Manager Training for Tier II Leaders
2/9/23	2	Houston ISD- ESO2 PLC: 22-23 Accountability Changes
2/9/23	1	Calibrate Sessions: A group of administrators pick at least 2 instructional categories for the Teacher Appraisal System and walk into different classrooms for roughly 10 minutes each and later meet in a room to discuss what we would give the teachers in the instructional categories chosen. This took place 3 different times. Each time leadership team discuss descriptors and how we justify the ratings. (Morales SLAR – Communication)
2/15/23	1	Calibrate Sessions: A group of administrators pick at least 2 instructional categories for the Teacher Appraisal System and walk into different classrooms for roughly 10 minutes each and later meet in a room to discuss what we would give the teachers in the instructional categories chosen. This took place 3 different times. Each time leadership team discuss descriptors and how we justify the ratings. (Murillo- Art- Kindergarten – Communication)
2/15/23	1	Calibrate Sessions: A group of administrators pick at least 2 instructional categories for the Teacher Appraisal System and walk into different classrooms for roughly 10 minutes each and later meet in a room to discuss what we would give the teachers in the instructional categories chosen. This took place 3 different times. Each time leadership team discuss descriptors and how we justify the ratings. (Womack- Music- 3 rd Grade – Communication)
2/15/23	4	Principals Budget Meeting- Debrief with Site Mentor
3/2/23	2	Region 4 Houston ISD Professional Development: Implementing the ARD Committee Manager Training for Tier II Leaders- Follow Up Session Pt. 2
3/2/23	1	Legal Services: ARD Committee Manager Training for Tier II Leaders Follow-Up Session Pt. 2
3/2/23	4	Houston ISD Board Meeting – Topics: Interim Assessment, Data, Curriculum Adoptions for Math & ELA (Eureka Math, Carnegie, Amplify), 2023-24 Budget, HISD Equity Research from Rice University
3/3/23	4	Houston ISD State of Schools; Debrief with Site Mentor
3/6/23	3	IB Self Study Committee – The purpose of this meeting was to follow up on the work we completed in the fall regarding recertification and to complete the Self Study Evaluation on Standard: Students as lifelong learners (0402). Attached you will find the Programme Standards and Practices, where you can locate the standard, we will be working with starting on page 14-16.
3/9/23	3	Houston ISD Regular Board Meeting- Budget, Superintendent reports of conferences attended, schools visited and district/community activities. The board moved to approve current and anticipated donations districtwide and school specific programs and to amend contracts associated with these donations.
3/15/23	1	Leader in Me- Building School Culture with Muriel Summers- Presenter shares how to connect with staff and community to transform a school culture and to create a positive team. – Shared with a colleague how they can put some of the “soft skills” into play so that they can be culture boosters on our campus. Looks at how the Leader Paradigms connect with IB learner profiles and how easy it could be to build agency in our staff and our students.
3/15/23	1	How to be an Ethical Leader: 4 Tips for Success: Caramela (2018) explains that to be an ethical leader, one must define and align your morals with that of the organization, hire people with similar ethics in order to uphold the morals of the organization, encourage open communication and be aware of bias. Carmela, S. (2018). <i>How to be an ethical leader: 4 tips for success</i> . Retrieved from: https://www.businessnewsdaily.com/5537-how-to-be-ethical-leader.html
3/20/23	6	Coaching and Feedback Session with new to Durham and First year teacher: Planned a campus visit to another campus to observe classroom management and developmentally appropriate practices implemented in a PK classroom. Debriefed with teachers on their observations and created next steps for teachers and implement for next classroom observation.

3/22/23	8	PLC- STAAR – Rockin Review- Facilitate planning with teams for the 15-day review plan. Review data with teams and develop intervention plan that includes 2 Super Saturday Tutorial days.
3/23/23	2	Region 4 Houston ISD Professional Development: Implementing the ARD Committee Manager Training for Tier II Leaders- Modules 5 & 6
3/23/23	1	Legal Services: ARD Committee Manager Training for Tier II Leaders
3/24/23	4	Houston ISD- Magnet Coordinator Meeting- Discussed campus recruitment and seat assignment based on the lottery as well as next steps once district lottery runs. Team also discussed how to look at student enrollment and spoke with District Student Enrollment teams, on how to increase efficient enrollment processes using the enrollment tablets that will be delivered to the campuses.
3/24/23	3	Houston ISD – Lottery Results Training for Campus Transfer Analysts- reviewed the Salesforce Platform and FAQ session on potential scenarios the platform may create.
3/24/23	3	GT Expo: Helped with the implementation of the campus G/T expo that showcases student research and projects. Helped teachers upload video of projects to campus Google Drive, created Google Form to initiate staff voting of projects, and screened videos to vote.
3/29/23	1	TEA Community Meeting- HISD Board Replacement- Community members were given an opportunity to hear what the next steps will be for TEA to appoint a Board of Managers.
3/29/23	1	AP Pipeline – Klein ISD – Webinar- Navigating Crucial Conversations as an administrator- Speakers shares ways to discuss sensitive issues with teachers, addressing concerns with parents, or communicating with students providing practical tips and skills to handle these conversations with confidence and skills.
4/4/23	6	Collaboration meeting with Campus Title I Coordinator- Assisted Title I coordinator in documentation and gathering of documentation for campus Title I bin to submit digitally.
4/6/23	3	Houston ISD- Board Agenda Review- Discussion on Goal 2 Progress Measure- Community speakers are given the opportunity to speak regarding goal measure 4. Superintendent provides an update on Goal 4 via presentation report. Trustees are given an opportunity for questions to agenda items to discuss.
4/6/23 & 4/13/23	3	GT Expo: Helped with uploading the GT Expo winner videos to the Renzulli Learning Platform; assisted with the implementation of the district wide G/T expo that showcases student research and projects from campuses across the district. Parent, staff, and community members were invited to the expo.
4/12/23	8	Campus PLC Meetings: Review SPED accommodations and how they should be documented in PowerSchool. Teachers were asked to share the types of accommodations they provide their students and how they create ways to document this on the student work.
4/14/23	4	Houston ISD Magnet Coordinators Meeting- Discuss close out items that need to take place, to close out the campus recruitment processes.
4/14/23	4	Houston ISD- Campus Safety Documentation – Worked with campus safety co-captain to gather campus safety documents, add to and document drills, and upload to district SharePoint.
4/15/23	5	Super Saturday- Administrator on duty for Saturday Tutorials (Check in on classes) Administrator for Saturday Language Testing (Enrollment for PK)
4/15/23	3	Annual Campus Spring Fling – Support in community event for schools’ stakeholders. /
4/16/23	1	Leader in Me- Create and Inspire Trust in your School and District with Stephen M. R. Covey- Discussion on how to develop skills needed to be an inspiration and help achieve goals in the roles we take on as leaders.
4/18/23	8	TTESS- Appraiser and Appraisee EOY Conferences- Review teacher ratings and EOY feedback. Look at Individual PD Plans and discuss potential PD for the next school year. (Meet with 7 teachers)
4/19/23	8	PLC- STAAR - As the Campus Testing coordinator, Updated staff on Testing Logistics and Protocols. Teachers received their testing manuals to look through and prepare for Testing date.
4/20/23	4	TTESS- Appraiser and Appraisee EOY Conferences- Review teacher ratings and EOY feedback. Look at Individual PD Plans and discuss potential PD for the next school year. (Meet with 4 teachers)
4/26/23	3	Klein ISD- Regular Board Meeting- Board members and superintendent shared district recognitions and reviewed the Budget. They also discussed legislative priority updates.
4/29/23	1	TED Talk: Why good leaders make you feel safe. Simon Sinek. Sinek (2014) talks about how great leaders essentially emulate parents. Leaders should encourage, grow, and discipline

		<p>when needed. Sinek also makes the point that good leaders look out for their people and take risks before anyone else for the good of the organization. Sinek, S. (2014, March). <i>Why good leaders make you feel safe</i> [Video file]. Retrieved from: https://www.ted.com/talks/simon_sinek_why_good_leaders_make_you_feel_safe</p> <p>I watched and shared this video with colleagues, and we discussed how the message of the video applies to real-world scenarios we have experienced, as well as what kind of leader we want to be. Shared with Leadership team. Also have included it in my presentations for the Frog Street Press Conference I will be presenting at specifically to campus leaders.</p>
5/1/23	2	Campus Leadership Meeting- Discuss vacancies and teacher placement for next school year. Discuss potential theme for next school year based on the “Trust and Inspire: How truly great leaders Unleash greatness in others” by Stephen M. R. Covey. I recommended the read to principal.
5/3/23	1	Human Capital- Interview of candidate for campus vacancies.
5/3/23	1	AP Pipeline – Klein ISD – Webinar- Getting Better Faster: Building instructional Capacity and confidence in the people we lead.
5/8/23	2	Campus Leadership Meeting- End of School Year updates- Discuss closing out of STAAR testing, LPAC, Grade Placement, EOY ceremonies, IB Exhibition and Portfolio Day, and Human Capital needs for the campus and Summer School Updates since we are being hosted at another campus.
5/8/23	6	Non- Teacher Appraisal – End of year conferenced with non-teachers to review annual ratings and review professional development/goal setting plan and potential plan for the following school year.
5/8/23	2	Human Capital- Interview of two candidates for campus vacancies.
5/9/23	5	ARD Meeting Administrator- Serve as the liaison between the committee and the district regarding protocols to be followed.
5/10/23	8	PLC- End of school year reminders; logistics for IB Portfolio Day, Awards day, Exhibition; Safety around campus for the last few weeks.
Total Time	177	should total 160 by the completion of the course