



International
Orientation & Mobility

Online Symposium

Figure 1 International Orientation and Mobility Online Symposium logo, a sun encircled with a compass with arrows pointing up, down, left, and right.

Date: January 26, 2018

Time: 1:30-2:30EST

Title: Organized Itinerant Teaching

Presenter:

Alex Olson, Teacher of the Visually Impaired
Allied Instructional Services, Florida

Description: This session will introduce strategies to remain organized on the road, in your different schools or environments and at home. We will discuss options for organizing, collecting data, reporting data and communicating with other professionals.

Organized Itinerant Teaching

Alex Olson, Teacher of the Visually Impaired

Allied Instructional Services, Florida

Slide 1, Learning Goals

- Work/life balance
 - Being your own case-manager
 - Building healthy workplace relationships
 - Building relationships with the teachers or case managers you work with
- Staying organized
 - At home
 - On the road
 - In your schools (a million of them)
- Streamline data collection and progress monitoring
 - Forms and case notes
 - Jotting journal

Slide 2, Work/life balance

- What does balance mean to you?
- What do you do for yourself each day/week/month year?
- What time after work hours do you 'shut off' to working?
- What do you do to 'shut off' after working hours?
 - Yoga, running, knitting, book clubs, family time, cooking,.....
- Try this formula if you feel that you need help in the balance
- $8+8+8=24$

Slide 3, Being your own case manager

- This can be incredibly difficult
- If you work from home or have your own schedule
 - Make a schedule for your entire day, that includes paperwork and any home time you may have
 - Have set times where you are working in a designated space with no distractions
- Follow your schedule for travel, service hours and home hours
 - Make sure to factor in travel time at the time of day when you will be traveling and traffic at that time
- Trust yourself to take on what you can handle

Slide 4, Relationship balance in schools/team

- Classroom
 - Same place, same people, all the time!
 - Develop healthy, appropriate relationships with your coworkers
 - Always do what is best for the student and best practice
 - Stay away from the politics, stay true to yourself and be yourself
- Itinerant
 - Travels to many schools through the week
 - Develop great work relationships with your classroom teachers
 - Develop communication and material protocols early
 - Contact information to call in case of absence of student

Slide 5, Streamline data collection

- Jotting journal
 - This could be difficult during travel while on an OM lesson.
Try having a small recorder with you to make verbal notes
- Case notes streamlining
- How to keep really great notes (times, opportunities, keeping with the IEP goals, show percentages at the end, keep running log of times)
 - Keep time frames
 - Make sure to update trials for accuracy
 - Show how activities tie to IEP goals
 - Make sure to note the notables

Slide 6, Staying organized on the road

- Keep the trunk or travel case organized
 - Always replenish at end of week or month
 - Keep spare canes in the trunk in case a student forgets theirs
 - Find new purposes for old items that can be used for storage and travel
 - Containers for trunk to help organize work materials, conference materials, daily materials
 - Make a binder for each student
- Make a system, keep the system
- Save cell data by making a route booklet
- Assessment items in a separate bag
- Label, label, LABEL

Slide 7, Staying organized at home

- Find your own space and maintain it
- Keep distractions to a minimum
- Keep work materials away from family materials
- Keep a closet for supplies
- Have reliable internet to make progress notes and update IEPs

Slide 8, Staying organized in schools

- Finding your own 'space'
- Establish your communication protocol early
- Keep to your schedule!
- Make sure you document properly for what services you provided
 - Jotting journal and case notes
 - Always sign in and out of each school you visit (create your own if needed)
- Maintain communication with your classroom teachers in order to know, in advance, about field trips or activities

Slide 9, Final Review

- Questions
- Contact information:
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Texas School for the Blind & Visually Impaired Outreach Programs



Figure 1 TSBVI logo.



"This project is supported by the U.S. Department of Education, Special Education Programs (OSEP). Opinions expressed here the authors and do not necessarily represent the position of the Department of Education."

Figure 2 IDEAs that Work logo and U.S. Dept. of Education OSEP disclaimer.