



## TDES Back to School Checklist 2017-18

### Did you...

Review your school's roster in TDES and report any missing staff to HR?

Add evaluation rights and growth plan (or improvement plan) rights to your AP and CIS?

For teachers

For paraprofessionals

For media specialists

For guidance counselors

For instructional coaches

Send your TDES team names to Megan Scully at [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) ?

Renew your OTES certification if it expires this school year?

Sign up for OPES training and certification if you supervise another administrator?

Review the observation calendar and make a schedule with the other evaluators in your building?

Send all your new teachers to TDES training before evaluating them?

Remember to use Chrome and not Internet Explorer ?

### Can you...

Do a TDES observation calibration with your other administrators by co-observing a willing teacher and discuss the evidence you recorded?

Support your TDES team in presenting monthly TDES PD during your 100 minutes?

Review the instructions for the TDES observation events?

Read the TDES Weekly Update each week and forward to staff members?