



## TDES Weekly Updates 2017-18 1.12.18

**Happy New Year!**

### **Walkthrough 2**

WT2 is due **February 2** for traditional schools and was due **December 22** for year-round schools. A walk-through is a short classroom visit of 5-15 minutes. Following the walk-through, written feedback is provided through the TDES portal. The teacher may add additional evidence but is not required to. The teacher can request a post conference but the post conference is not mandatory. Please remember to email your evaluator and the TDES Mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if your WT2 is not completed by the due date.

### **Unannounced Observation**

The due date for the Unannounced Observation is **February 16** for year-round schools and **March 9** for traditional calendar schools. The UO can be started as soon as the WT2 has been completed. Teachers should have a substantive daily lesson plan available during the observation per the CBA. The plan can be attached as evidence. The Unannounced Observation is intended to capture all four domains and is not limited only to Domain 2 or Domain 3.

The Unannounced Observation occurs within a ten-day cycle, beginning with the date of the observation. The observation must be a minimum of thirty minutes which is required by state law (and the CBA). A full class period is ideal since it allows the evaluator to see the full range of transitions and learning experiences for that class, including the formative assessments and exit routines.

**All steps need to be marked complete by teachers and evaluators. All checks should be green.**

### **RSP Providers**

The due date for the second evaluation event for RSP's is **February 23**. RSP's should submit evidence for Domains 1-4 in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the February deadline). Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The RSP and the evaluator should meet to complete the rubric. The *entire process*, including the conference, should be complete by February 23. Please remember to email your evaluator and the TDES Mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if the event is not completed by the due date.



## **D2 and D3 for Paraprofessionals**

The due date for the second evaluation event for paraprofessionals is **March 23**. Paras should submit evidence for Domain 2 and Domain 3 in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the March 23 deadline). Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The para and the evaluator should meet to complete the rubric. The *entire process*, including the conference, should be complete by March 23.

## **Bootcamp for Evaluators**

Bootcamp for Evaluators Session 3 will be Monday, **February 12** from 8-10 AM at East Professional Center. The focus will be domain norming and rubric review. Additional activities be presented that can be used during the 100 minutes with staff. We encourage at least one evaluator from every school to attend.

## **TDES for New Teachers Training**

**New teachers are required to have six hours of TDES training prior to being evaluated.** New hires who have not attended the mandatory training, must attend the January 26 training at East from 9-3. Please email Megan Scully to register.

## **TDES for New RSPs Training**

**New RSPs need TDES training prior to being evaluated.** RSPs are related service providers including, nurses, psychologists, therapists, school counselors and transition coordinators. New hires who have not attended the mandatory training, must attend the January 26 training at East from 9-3. Please email Megan Scully to register.

## **TDES for New Paraprofessionals Training**

**New paras are required to attend 3 hours of TDES training prior to being evaluated.** Please contact Megan Scully if you have not attended the training session.

## **OTES Training**

**OTES certification is required to evaluate teachers.** All CMSD evaluators must take three days of OTES training and test in a proctored environment. OTES renewal certification must also be taken in a proctored setting. Please contact Cheryl Shelton to schedule your proctored certification test.

## **OPES Training**

**Certification is required to evaluate administrators.** All CMSD evaluators must take two days of OPES training and test in a proctored environment. OPES renewals must also be taken in a proctored setting. Please contact Cheryl Shelton to schedule your proctored certification test.



Note: These deadlines are “soft deadlines” meant for pacing guidance only. The only hard deadline is the portal closure **May 4**.

### TDES Year Round Calendar 2017-2018

Event	Date
Portal Opens	July 26
GP/IP 16-17 Due	August 18
WT 1 Due	September 8
FAO Due	November 9
Para D1/D4	December 15
WT2 Due	December 22
UO Due	February 16
Para D2/D3	March 23
WT3 Due	March 23
Composite Due	May 4

### TDES Traditional and Extended Year School Calendar 2017-2018

Event	Date
Portal Opens	August 21
GP/IP 16-17 Due	September 8
WT 1 Due	October 6
FAO Due	November 17
Para D1/D4	December 15
WT2 Due	February 2
UO Due	March 9
Para D2/D3	March 23
WT3 Due	April 13
Composite Due	May 4

### RSP Calendar 2017-2018

Event	Date
Portal Open	August 21
GP/IP 16-17 Due	September 8
FAO Due	December 21
DS-1	February 23
DS-2	April 20
Composite Due	May 4



**2017-2018 TDES Training Dates- 2<sup>nd</sup> Semester  
Training will be held at East High Professional Center**

January 12	TDES for New Paras	9:00-12:00 PM
January 26	TDES for New Teachers	9:00-3:00 PM
February 12	Bootcamp for Evaluators Session 3	8:00-10:00 AM