



## TDES Weekly Updates 2017-18 11.9.17

### **Formal Announced Observation**

The deadline for the FAO is today, **November 9** for Year-Round schools and **November 17** for traditional calendar schools. The FAO process should be well underway by this point. The ten day window runs from the pre-conference meeting to the post conference meeting, not the date of scheduling.

The teacher's lesson plan should be submitted **48 hours** prior to the pre-conference. Please give the teacher adequate notice of the pre-conference date to allow completion of the lesson plan. The teacher can request a date and time for the observation and the evaluator should honor that request if possible.

Teachers must save, finalize, and mark complete on the rubric for the evaluator to be able to see the self-assessment. Please note the rubric should be complete and all evidence submitted at the **close** of the post conference.

### **Retirements and Separations**

Any CTU Bargaining Unit member (teacher, paraprofessional, RSP) who submits his/her irrevocable letter of separation effective after the completion of the 2017-2018 school year will be exempted from completing all remaining events of the TDES evaluation system. In addition, eligible participants will also be exempt from completing any Student Learning Objective (SLO) or other Student Growth Measure requirements.

Any CTU bargaining unit member who has already provided an irrevocable letter of separation upon conclusion of this contract year or who chooses to submit his/her irrevocable letter of separation by the close of business (5:00 PM) on December 1, 2017 will be eligible for the program.

### **Bootcamp for Evaluators**

Bootcamp for Evaluators Session 2 will be **December 4** 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 Portal**

If you receive an "invalid credential" error message when logging into the portal, please update your district password on a district PC. A laptop will not work unless it is plugged into the district network. Email me directly at [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) with log-in issues. Please remember to use Chrome.



## **RSP Providers**

The process for RSP's has changed to a three touch process which includes the FAO, Document Submission 1 and Document Submission 2. Please note school counselors will follow the RSP process and calendar. The FAO for RSP providers is due by **December 21** and can begin now.

## **D1 and D4 for Paraprofessionals**

The due date for the first evaluation event for paraprofessionals is **December 15**. Paras should submit evidence for Domain 1 and Domain 4 in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the December 15 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 December 15.

## **TDES for New Teachers Training**

**New teachers are required to have six hours of TDES training prior to being evaluated.** The next session will be **November 15** from 9-4 at East Professional Center. Please contact 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. The next session will be **November 15** from 9-4 at East Professional Center. Please contact Megan Scully to register.

## **TDES for New Paraprofessionals Training**

**New paras are required to attend 3 hours of TDES training prior to being evaluated.**

## **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.

OPES training sessions are available at the ESC in Independence. Evaluators must have proper certification before they can begin the evaluation process.



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
<b>FAO Due</b>	<b>November 9</b>
<b>Para D1/D4</b>	<b>December 15</b>
<b>WT2 Due</b>	<b>December 22</b>
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
<b>FAO Due</b>	<b>November 17</b>
<b>Para D1/D4</b>	<b>December 15</b>
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
<b>FAO Due</b>	<b>December 21</b>
DS-1	February 23
DS-2	April 20
Composite Due	May 4



**2017-2018 TDES Training Dates- 1<sup>st</sup> Semester**  
**Training will be held at East High Professional Center**

November 15	TDES for New Teachers and RSP Providers	9:00-4:00 PM
December 4	Bootcamp for Evaluators Session 2	8:00-10:00 AM