



TDES Weekly Updates 2017-18 12.1.17

Bootcamp for Evaluators

Bootcamp for Evaluators Session 2 will be **December 18** from 8-10 AM at East Professional Center. The **December 4** training was cancelled and rescheduled for December 18. 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.

Walkthrough 2

Walkthrough 2 is due **December 22** for year-round schools **ONLY**. WT2 **cannot** be started until second semester for traditional calendar 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 if your WT2 is not completed by the due date.

Formal Announced Observation

The deadline for the FAO was **November 17**. Please make sure all checks are green and the event is locked. Remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the FAO is not done by the due date.

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.

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 should be under way.



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. Please contact Megan Scully if you have not attended the training session.

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. Please contact Megan Scully if you have not attended the training session.

TDES for New Paraprofessionals Training

New paras are required to attend 3 hours of TDES training prior to being evaluated. The next session will be **January 12** from 9-12 at East Professional Center. Paras will need to return to their building following the training. This for new hires **ONLY** who have not yet attended the training.

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.

The next OPES training session will be offered at the ESC in Independence on **December 5-6**. Please register through your STARS account. 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
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- 1st Semester
Training will be held at East High Professional Center**

December 1	TDES for New Teachers and RSP Providers	9:00-3:00 PM
December 18 (December 4 has been cancelled)	Bootcamp for Evaluators Session 2	8:00-10:00 AM
January 12	TDES for New Paras	9:00-12:00 PM