



## TDES Weekly Updates 2017-18 12.21.17

**Happy Holidays!**

### **Walkthrough 2**

Walkthrough 2 is due today for year-round schools **ONLY**. WT2 is due **February 2** for traditional schools and **cannot** be started until second semester. Be prepared for WT2 to begin after break. 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.

### **RSP Providers**

The FAO for RSP providers is due today, **December 21**. 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. Please remember to email your evaluator and the TDES Mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if your FAO is not completed by the due date.

### **D1 and D4 for Paraprofessionals**

The due date for the first evaluation event for paraprofessionals was last Friday, **December 15**. Please make sure to mark all sections complete before locking.

### **Bootcamp for Evaluators**

Bootcamp for Evaluators Session 3 will be Monday, **February 12** from 8:15-10:15 AM at East Professional Center. The focus will be the Unannounced Observation, 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.**

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.



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- 2nd 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	8:15-10:15 AM