



## TDES Weekly Updates 2018-19 9.28.18

### Walkthrough 1 (WT1)

Walkthrough 1 was today, **September 28**. A walk-through is a short classroom visit of 5-15 minutes. Following the walkthrough, 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 WT1 was not completed by the due date.

### Formal Announced Observation

The deadline for the FAO is **November 16** for year-round schools and traditional calendar schools. The FAO is due **December 21** for RSP providers including school counselors. Scheduling can begin once Walkthrough 1 is complete. 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 two days prior to the pre-conference. 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. 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.

### Think Tank for Evaluators

The next Think Tank will **October 9**, from 8:00—10:00 AM and 3:30-5:30 PM at East Professional Center room 221. Two sessions will be offered. Please note both sessions will be the same. The special education department will present, TDES for co-teaching, the special education teacher. One evaluator from each building should plan on attending. Register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org).

### 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 2018-2019 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. While you will still be required to administer all assessments to your students, you would not be responsible for completing any of the additional components associated with Student Growth Measures.

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 November 30, 2018** will be eligible for the program. Professionals will be archived once board approved.



### **Invalid Credentials**

Please note that passwords are expiring. If you receive an “invalid credential” error message when logging into the portal, please update your password on a district PC. Log off the computer, log back on and put in credentials, then click control, alt, delete. This will prompt the update. **Do not** contact the tech department help desk. Megan Scully can assist you with this process if needed.

### **TDES for New Evaluators Training**

**All new evaluators must attend new evaluator TDES training prior to evaluating CMSD teachers.** Please contact Megan Scully for further information.

### **TDES for New Teachers Training**

**New teachers are required to have six hours of TDES training prior to being evaluated.** The next training session will be offered on **October 23**. Training will held at East Professional Center from 9:00-4:00. Register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org). Please confirm your new teachers have attended TDES training before beginning their evaluations. New teachers may need assistance calling in to the sub center.

### **TDES for New RSPs Training**

**New RSPs are required to have 3 hours of TDES training prior to being evaluated.** RSPs are related service providers including, nurses, psychologists, therapists and school counselors. The next training session will be offered on **October 23**. Training will held at East Professional Center from 9:00-12:00. Register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org).

### **TDES for New Paraprofessionals Training**

**New paraprofessionals are required to have 3 hours of TDES training prior to being evaluated.** Training for new paras will be **November 5** at East Professional Center from 9:00–12:00. Please register by emailing Megan Scully.

### **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 training is offered at the ESC in Independence on **November 28-30**. Please log-in to your ODE SAFE account to register for training. OTES renewal certification must also be taken in a proctored setting. For renewals, please use the link below to register with the Office of Professional Development for testing date and times [OTES/OPES/CRESS Assessment Registration Link](#). Please plan to arrive as early as possible to test, before 10:00 is recommended. EPC staff are not able to stay late to continue to proctor and administrators who arrive late in the afternoon may not be accommodated.



## **OPES Training**

OPES certification is required to evaluate all administrators. Principals must take two days of OPES training and test in a proctored environment. OPES training is offered at the ESC in Independence on **October 3-4 or December 11-12**. Please log-in to your ODE SAFE account to register for training. OPES renewal certification must also be taken in a proctored setting. For renewals, please use the link below to register with the Office of Professional Development for testing date and times [OTES/OPES/CRESS Assessment Registration Link](#). Please plan to arrive as early as possible to test, before 10:00 is recommended. EPC staff are not able to stay late to continue to proctor and administrators who arrive late in the afternoon may not be accommodated.



## Year Round Calendar 2018-2019

Event	Date
Portal Opens	August 6
GP/IP	August 24
WT 1	September 14
FAO	November 16
Para D1/D4	December 21
WT2	December 21
UO	February 15
Para D2/D3	March 22
WT3	March 22
<b>Composite</b>	<b>May 3</b>

## TDES Traditional and Extended Year School Calendar 2018-2019

Event	Date
Portal Opens	August 21
GP/IP	September 7
WT 1	September 28
FAO	November 16
Para D1/D4	December 21
WT2	February 1
UO	March 22
Para D2/D3	March 22
WT3	April 18
<b>Composite</b>	<b>May 3</b>

## RSP Calendar 2018-2019

Event	Date
Portal Open	August 21
GP/IP	September 7
FAO	December 21
DS-1	February 22
DS-2	April 12
<b>Composite</b>	<b>May 3</b>



## TDES 2018-19 Training Dates

**\*Training will take place at East Professional Center unless otherwise noted**

October 3-4	OPES at ESC	ESC Independence
October 9 <b>*Date change</b>	Evaluator Think Tank-Co-teaching the inclusion classroom	8:00-10:00 East 3:30-5:30 East
October 23	TDES for New Teachers and RSP Providers	9:00-4:00 East
October 30	Evaluator Think Tank-Para	8:00-10:00 East
November 5	TDES for New Paras	9:00-12:00 East
November 28-30	OPES at ESC	ESC Independence
December 18	Evaluator Think Tank-WT2	8:00-10:00, 3:30-5:30 East