



TDES Weekly Updates 2017-18 9.29.17

Walk-through 1

Walkthrough 1 is due next Friday, **October 6** for Traditional and Extended Year 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 WT1 is not completed by the due date. Walkthrough 1 was due **September 8** for Year-Round schools.

Formal Announced Observation

The deadline for the FAO is **November 9** for Year-Round schools and **November 17** for traditional calendar schools. Scheduling should be done *now* so that teachers and administrators can prepare for the FAO. 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. 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 1 will be October 24 from 8-10 AM at East Professional Center. The focus will be the FAO process as well as Domain norming. Activities will 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 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.

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. Training for new RSPs will be October 5 at East Professional Center from 9:00 – 12:00. RSP’s only need to attend one session. Please register by contacting Megan Scully.

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 Paraprofessionals Training

New paras are required to attend 3 hours of TDES training prior to being evaluated. TDES for new paras will be November 2 at East Professional Center from 9:00 – 12:00. Paras should only attend 1 session and will return to their building following the training session. Please register by contacting Megan Scully.

TDES for New Teachers Training

New teachers are required to have six hours of TDES training prior to being evaluated. If a new teacher has not attended the mandatory TDES training they **MUST** attend the October 12 training at East Professional Center from 9:00 – 4:00. Please register by contacting Megan Scully. Evaluators must confirm that new teachers have attended TDES training before beginning their evaluation. New teachers may need assistance requesting a sub.



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.

OTES training sessions are available October 17-19 at the ESC in Independence. Evaluators must have proper certification before they can begin the evaluation process. Please log in to your [SAFE account](#) and search STARS (keyword OTES) to register for training. This training is **MANDATORY** if you are not yet credentialed.

TDES for New Evaluators Training

All new evaluators must attend new evaluator TDES training prior to evaluating CMSD teachers. Please contact Megan Scully if you have not attended this training.

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 November 7-8 at the ESC in Independence. Evaluators must have proper certification before they can begin the evaluation process. Please log in to your [SAFE account](#) and search STARS (keyword OTES) to register for training.

TDES School Teams

The Principal and the CTU representative should work together to jointly determine the TDES team. This team should consist of the Principal, Chapter Chair, and 1 to 3 classroom teachers mutually selected by the Principal and Chapter Chair (as per the CBA). The TDES team is asked to support TDES and will review SLO's. Please send the list of team members for your school to Megan Scully (megan.scully@clevelandmetroschools.org) as soon as possible.



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 Quarter
Training will be held at East High Professional Center

October 5	TDES for new RSPs	9:00-12:00 PM
October 12	TDES for new Teachers	9:00-4:00 PM
October 24	*Bootcamp for Evaluators*	8:00-10:00 AM
November 2	TDES for new Paras	9:00-12:00 PM