



## TDES Weekly Updates 2021-22 1.21.2022

### **Unannounced Observation (UO)**

The Unannounced Observation is due **February 25**. The process can begin at this time. Teachers should have a substantive daily lesson plan available during the observation per the CBA. The plan can be attached as evidence. The Unannounced Observation is intended to capture all four domains and is not limited only to Domain 2 or Domain 3. The UO occurs within a ten-day cycle, beginning with the date of the observation. The observation must be a minimum of thirty minutes which is required by state law (and the CBA). Steps need to be marked complete by teachers and evaluators. All checks should be green. Observations should not take place during testing or when teachers are covering a class. Please remember to email your evaluator and the TDES mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if the UO is not completed by the due date.

### **Growth Plan Check-Ins (PGP Check-In)**

The Growth Plan Check-Ins should be in process and are due by **March 11** (year-round schools) and **March 18** (traditional schools). The PGP Check-In will be completed for professionals rated “Accomplished” or “Skilled” during their “off year(s). The professional and the evaluator schedule the Growth Plan Check-in. The evaluator will visit the classroom for no more than 30 minutes to observe the professional’s practice, focusing on providing feedback on **ONLY** the goals identified within the professional growth plan. If **both** of the goals chosen are from Domains 1 or 4 a conversation instead of an observation may be completed. Both goals must be observed/discussed. The evaluator should use the Growth Plan Check-In Form to document that the check-In occurred and provide the professional with a copy. This form **does not** get uploaded into the portal. The evaluator will note in the portal the professional’s progress on their growth plan by selecting from the drop down box. The PGP Check-In form can be found on the TDES website.

### **RSP Providers Formal Announced Observation (FAO)**

The Formal Announced Observation is due **Friday, February 25** for RSP providers. The ten day window runs from the pre-conference meeting to the post conference meeting, not the date of scheduling. The RSP service plan should be submitted two days prior to the pre-conference. RSPs 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. Remember to email your evaluator and the TDES mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if your FAO is not completed by **February 25**.

### **D2 and D3 for Paraprofessionals**

The second evaluation event for paraprofessionals is due **March 11**. Paras should submit evidence for Domain 2 and Domain 3 in the portal and self-assess on the rubric by the



date set by the evaluator (do not wait until the March 11 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 discuss the rubric. The entire process, including the conference, should be complete by March 11.

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

New teachers are **required** to have 6 hours of TDES training prior to being evaluated. The next TDES for New Teacher Training will take place **January 26** from 9:00-3:00 via Zoom. This is for recently hired teachers who have not yet attended TDES training. Email Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) to register. The Zoom link will be sent at the time of registration.

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

New paras are **required** to have 3 hours of TDES training prior to being evaluated. The next TDES for New Para Training will take place **January 27** from 9:00-12:00 via Zoom. This is for recently hired paras who have not yet attended TDES training. Email Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) to register. The Zoom link will be sent at the time of registration.



## TDES Calendar 2021-2022 (All Schools)

Portal Opens	August 30
GP/IP	September 24
WT (Ineffective only)	October 22
FAO	December 17
Para D1/D4	December 17
GP check-in/conference (off-year)	Quarter 2 or 3 (start October 25 end March 11-YRS or 18-Traditional)
UO	February 25
Para D2/D3	March 11
WT	April 14
Composite-Portal Closes	May 6

## RSP Calendar 2021-2022

Portal Open	August 30
GP/IP	September 24
DS-1	November 19
GP check-in/conference (off-year)	Quarter 2 or 3 (start October 25 end March 18)
FAO	February 25
DS-2	April 14
Composite- Portal Closes	May 6