



## TDES Weekly Updates 2019-20 10.25.19

### TDES Redesign Videos

The videos used during the TDES Quarter 2 Redesign training are now available. Below are directions to access the videos:

1. In Outlook (our email system) click on the waffle on the top left hand side.
2. Select ALL APPS
3. Click videos
4. Select the videos shown in the training

### TDES Portal “Invalid Credentials”

If you receive an “invalid credential” error message when logging into the portal, please update your password on a district PC plugged into the network. Log off the computer, log back on and put in your credentials, 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.

### Formal Announced Observation (FAO)

The Formal Announced Observation will be the first event for teachers (except for those rated Ineffective). The event is due **December 13** and the process can begin once the teacher’s Growth Plan is finalized.

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. 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.

### 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 2019-2020 school year will be exempted from completing all remaining events of the TDES evaluation system.

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 Friday, November 29, 2019** will be eligible for the program. The earlier the notification submissions are received, the earlier employees are exempt from evaluation components. **Professionals will be archived once the board has approved the separation.**



## **Growth Plan (PGP) and Improvement Plans (PIP)**

Teachers and RSP providers Growth Plan was due **September 27**. Administrators should review and make revisions by **October 25**.

## **RSP Providers**

The order of events for RSP's have changed to Document Submission 1, FAO, and Document Submission 2. Please note school counselors will follow the RSP process and calendar. The first event, DS 1, is due **November 22**.

## **D1 and D4 for Paraprofessionals**

The due date for the first evaluation event for paraprofessionals is **December 13**. 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 13 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 13.

## **TDES for New Teachers Training**

New teachers are **required** to have six hours of TDES training prior to being evaluated. New teachers who have not yet attended the mandatory training must attend the TDES for New Teacher Training on **November 6** from 9-4 at East Professional Center. Please register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org).

## **TDES for New RSPs Training**

New RSPs are **required** to attend 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 29** at East Professional Center from 9:00 – 12:00. Please register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org).

## **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 **November 19** East Professional Center from 9:00-12:00. Please contact Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) to register.

## **OTES/OPES Training**

OTES/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 Certification 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.



**2019-2020 TDES Training Dates**  
**Training will be held at East High Professional Center**

October 29	TDES for New RSP (late hires)	9:00-12:00 EPC
November 6	TDES for New Teachers (late hires)	9:00-4:00 EPC
November 19	TDES for New Para (late hires)	9:00-12:00 EPC



## Year Round Calendar 2019-2020

Event	Date
Portal Opens	August 13
GP/IP	September 13
WT (Ineffective only)	September 27
FAO	December 13
Para D1/D4	December 13
GP check-in/conference (off-year)	Quarter 2 or 3
UO	February 21
Para D2/D3	March 13
WT	April 17
Composite	May 1

## TDES Traditional/Extended Year School Calendar 2019-2020

Portal Opens	August 19
GP/IP	September 27
WT (Ineffective only)	October 11
FAO	December 13
Para D1/D4	December 13
GP check-in/conference (off-year)	Quarter 2 or 3
UO	February 21
Para D2/D3	March 13
WT	April 17
Composite	May 1

## RSP Calendar 2019-2020

Portal Open	August 19
GP/IP	September 27
DS1	November 22
GP check-in/conference (off-year)	Quarter 2 or 3
FAO	February 21
DS-2	April 17
Composite	May 1