



TDES Weekly Updates 2019-20 11.8.19

Growth Plan Check-Ins

The Growth Plan Check-In will take place second or third quarter for professionals rated “Accomplished” or “Skilled” during their “off year(s).” Paraprofessionals in their off year(s) do not receive the Check-In. The professional and the evaluator schedule the growth plan check-in. The evaluator will visit the classroom for at least 30 minutes to observe the professional’s practice, focusing on providing feedback on the goals identified within the professional growth plan. If the goals chosen are from Domains 1 or 4 a conversation instead of an observation may be completed. 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.

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 should be in process. 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 if your FAO is not completed by the due date.

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

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.**

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.

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 attended the mandatory training should email Megan Scully, 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. New RSPs who have not attended the mandatory training should email Megan Scully, 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 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](#).



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