



## TDES Weekly Updates 2019-20 12.20.19

**Happy Holidays!**

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

The Formal Announced Observation will be the first event for teachers (except for those rated Ineffective). The FAO is due tomorrow, **December 20** 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](mailto:tdes@clevelandmetroschools.org) if your FAO is not completed by the due date.

### **D1 and D4 for Paraprofessionals**

The due date for the first evaluation event for paraprofessionals is tomorrow, **December 20**. 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 20.

### **TDES Redesign School Team Training**

The next TDES Redesign School Team Training will be **January 13 or 15**. Please refer to the schedule for your school's assigned time. All team members must be present. If your team has not presented Quarter 2 training this must be done before January 13. The professional Day on January 6 is a great opportunity to complete this session.

### **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.



## **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.

## **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 must attend the **February 10** TDES for New Teacher training at East Professional Center from 9:00-3:00. Please email Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) to register.

## **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](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 **January 28** East Professional Center from 9:00-12:00. Please email 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](#).



## Year Round Calendar 2019-2020

Event	Date
Portal Opens	August 13
GP/IP	September 13
WT (Ineffective only)	September 27
FAO	December 20
Para D1/D4	December 20
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 20
Para D1/D4	December 20
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