



TDES Weekly Updates 2021-22 12.3.2021

Early Separation

Any CTU Bargaining Unit member (teacher, paraprofessional, RSP) who submits his/her irrevocable letter of separation effective after the completion of the 2021-2022 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, December 3, 2021** 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 approves the separation.

Formal Announced Observation (FAO)

The Formal Announced Observation will be the first event for teachers (except for those rated Ineffective). The event is due **Friday, December 17**. 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. Evidence should be based on the lesson. It should not be a narrative or a rebuttal about other lessons. Remember to email your evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if your FAO is not completed by the due date.

Growth Plan Check-Ins (PGP Check-In)

The Growth Plan Check-In process can begin **October 25** and must be completed by the end of third quarter. 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.



D1 and D4 for Paraprofessionals

The first evaluation event for paraprofessionals is due **December 17**. 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 17 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 December 17.

TDES for New Teachers Training

New teachers are **required** to have six hours of TDES training prior to being evaluated. The next TDES for New Teacher Training will take place **January 13** 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 to register. The Zoom link will be sent at the time of registration.

TDES for New Paraprofessionals Training

New paras are **required** to attend 3 hours of TDES training prior to being evaluated. Please reach out to Megan Scully if you have not attended this training.

OTES/OPES Certification and Renewals

OTES/OPES renewal certification must be taken in a proctored setting. The Professional Development Office conducts this test at East Professional Center. Please contact the Office of Professional Development to schedule your renewal.



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