



## TDES Weekly Updates 2019-20 2.28.2020

### **Growth Plan Check-Ins**

The Growth Plan Check-In is Due **March 6** for professionals rated “Accomplished” or “Skilled” during their “off year(s).” Paraprofessionals do not receive the Check-In. 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.

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

The second evaluation event for paraprofessionals is due **March 13**. 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 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 discuss the rubric. The entire process, including the conference, should be complete by March 13.

### **Walk-through**

The Walk-through can be started once the UO is complete. This is due **April 17** for all schools and can be either an observation or conversation. The observational WT should be 5-15 minutes in length. A conversational WT is a 15-minute meeting between the teacher and evaluator. The evaluator should set a meeting date and time with teacher and let the teacher know what specific areas of the rubric will be covered so the teacher can prepare and submit evidence. The teacher’s classroom is the preferred (though not required) meeting location so the teacher will have ready access to any necessary documents or classroom records. This scheduling should be done in an email to the teacher. Often the WT is an opportunity to document D4 evidence that can be difficult to capture in a classroom observation. Both teacher and evaluator add evidence to the portal and meet to discuss that evidence. Please remember to email your evaluator and the TDES Mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if the event is not completed by the due date.

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

The Unannounced Observation for teachers is due, **February 21**. Please email the evaluator and the TDES mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if the UO has not been completed.



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

The FAO was due, **February 21** for RSP providers. Remember to email your evaluator and the TDES mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if your FAO has not been completed.

### **Composite**

The composite is due for all staff members by **May 1**. Composites can begin as soon as the WT has been completed. Note that the TDES portal will **close** at the end of the day on **May 1** for all evaluations. The system will not be accessible after that date. Please email your evaluator and the TDES Mailbox, [tdes@clevelandmetroschools.org](mailto:tdes@clevelandmetroschools.org) if the Composite is not completed by the due date.

### **TDES Redesign Videos**

The videos used during the TDES Quarter 2 and Quarter 3 Redesign training are now available. Quarter 3 training should be completed. 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 by typing the title in the search box: 3D Using Assessment in Instruction and Unannounced Post Conference

### **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 **March 4** 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.

### **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, room 225 on Wednesdays. Please use the link below to register with the Office of Professional Development [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 (March 6)
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 (March 6)
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 (March 6)
FAO	February 21
DS-2	April 17
Composite	May 1