



TDES Weekly Updates 2019-20 2.7.2020

Unannounced Observation (UO)

The Unannounced Observation for teachers is due **February 21**. The UO can be started at this time. Teachers should have a substantive daily lesson plan available during the observation per the CBA. The plan can be attached as evidence. The Unannounced Observation is intended to capture all four domains and is not limited only to Domain 2 or Domain 3. The UO occurs within a ten-day cycle, beginning with the date of the observation. The observation must be a minimum of thirty minutes which is required by state law (and the CBA). Steps need to be marked complete by teachers and evaluators. All checks should be green. Please remember to email your evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if the UO is not completed by the due date.

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.

RSP Formal Announced Observation (FAO)

The FAO is due **February 21** for RSP providers 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 RSP Service Plan should be submitted two days prior to the pre-conference. Professionals 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.

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.



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 **February 10** TDES for New Teacher training at East Professional Center from 9:00-3:00. Please email Megan Scully, 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.

TDES for New Paraprofessionals Training

New paras are **required** to attend 3 hours of TDES training prior to being evaluated. Please email Megan Scully, megan.scully@clevelandmetroschools.org for more information.

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