



TDES Weekly Updates 2021-22 3.4.2022

***The portal will be down Sunday, March 6 for routine maintenance**

Growth Plan Check-Ins (PGP Check-In)

The Growth Plan Check-Ins should be in process and are due by **March 11** (year-round schools) and **March 18** (traditional schools). 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.

D2 and D3 for Paraprofessionals

The second evaluation event for paraprofessionals is due **March 11**. 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 11 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 11.

Walkthrough for Teachers (WT)

The Walkthrough is due **April 14** for all schools. The WT can begin once the UO process has been finalized. This can be either an observation or conversation determined by the evaluator. The observational WT should be 5-15 minutes in length. A conversational WT is a 15-minute meeting between the teacher and evaluator. 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 the teacher and evaluator add evidence in the portal and meet to discuss that evidence. Please remember to email your evaluator and the TDES Mailbox if the event is not completed by the due date.



RSP Document Submission 2 (DS2)

DS2 for RSP Providers (including school counselors) is due **April 14**. RSPs should submit evidence for Domain 2 & 3 in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the April 14 deadline). Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The RSP provider and the evaluator should meet to discuss the rubric. The entire process, including the conference, should be complete by April 14. Remember to email your evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if your DS2 is not completed by the due date.

Composite

The Composite is due for all staff members by **May 6** and can begin as soon as the WT has been completed. The Composite is based on the preponderance of evidence from the 3 TDES events only. Note that the TDES portal will close at the end of the day on May 6 for all evaluations. The system will not be accessible after that date. There will be **NO** exceptions or extensions. Please email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the Composite is not completed by May 6.

Unannounced Observation (UO)

The Unannounced Observation for teachers was due, February 25. Please email the evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if the UO has not been completed.

Formal Announced Observation (FAO)

The Formal Announced Observation for RSP providers was due, February 25. Please email the evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if the FAO has not been completed.

New Teacher Defaults

New teachers who do not complete a 2021-22 TDES evaluation cycle and receive a default rating will be evaluated next year, 2022-23. Please remember to email TDES@clevelandmetroschools.org if your evaluation was not complete by **May 6**.



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