



## TDES Weekly Updates 2021-22 4.1.2022

### **TDES Quarter 4 School Training**

TDES Quarter 4 School Team Training will take place April 6 or 7 via Zoom. The schedule and Zoom link have been sent to the administrators and CTU reps. The TDES team should plan to attend if possible. Please forward the link to team members and secure coverage as soon as possible.

### **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](mailto: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](mailto:tdes@clevelandmetroschools.org) if the Composite is not completed by May 6.

### **Growth Plan Check-Ins (PGP Check-In)**

The Growth Plan Check-Ins were due, **March 18**. The PGP Check-in is only for professionals in their off years of TDES. Professionals who are evaluated this year **do not** receive the PGP 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. 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 was 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.

### **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](mailto:TDES@clevelandmetroschools.org) if your evaluation was not complete by **May 6**.



## TDES Calendar 2021-2022 (All Schools)

<b>Portal Opens</b>	August 30
<b>GP/IP</b>	September 24
<b>WT (Ineffective only)</b>	October 22
<b>FAO</b>	December 17
<b>Para D1/D4</b>	December 17
<b>GP check-in/conference (off-year)</b>	Quarter 2 or 3 (start October 25 end March 11-YRS or 18-Traditional)
<b>UO</b>	February 25
<b>Para D2/D3</b>	March 11
<b>WT</b>	April 14
<b>Composite-Portal Closes</b>	May 6

## RSP Calendar 2021-2022

<b>Portal Open</b>	August 30
<b>GP/IP</b>	September 24
<b>DS-1</b>	November 19
<b>GP check-in/conference (off-year)</b>	Quarter 2 or 3 (start October 25 end March 18)
<b>FAO</b>	February 25
<b>DS-2</b>	April 14
<b>Composite- Portal Closes</b>	May 6