



## **TDES Weekly Updates 2019-20**

### **8.9.19**

#### **TDES Coordinator**

Welcome back! I am Megan Scully, the TDES Coordinator, and will assist you with the TDES process. Feel free to contact me at [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org) with questions or concerns. Please forward this TDES Weekly Update to all staff members each week. The TDES Calendar can be found at the end of this update and on the TDES Website. Please note there is a specific calendar for Year-Round Schools, Traditional/Extended Year Schools and RSP providers.

#### **TDES Redesign**

School teams have attended training on the TDES Redesign and should be in the process of presenting the training to their staff. Please refer to the TDES handbook or the TDES website for new changes to the system.

Professionals who earned a summative rating of “Skilled” or “Accomplished” 2018-2019 will not be evaluated 2019-2020. Accomplished teachers will also not be evaluated 2020-2021. All professionals in the off-years, will still write a Growth Plan and will have a mid-year check-in. Additional information will be presented at the next TDES Quarterly meeting. Paras will also have the off-years for “Skilled” or “Accomplished” ratings. Paras do not write Growth Plans. Please be patient with the archiving process.

#### **TDES Portal**

The TDES portal will open Monday, **August 13** for Year-Round schools only. The portal will open **August 19** for all other schools. The user interface has not changed. To access the portal go to the TDES Portal-Great Teachers & Great Leaders tab found under the TDES Homepage Quick Links. You will use your CMSD login to enter the portal. If you receive an “invalid credential” error message when logging into the portal, please update your password on a district PC. Do not contact the tech department help desk. Megan Scully can assist you with this process if needed.

#### **Growth Plan (GP) and Improvement Plans (IP)**

All professionals rated “Accomplished,” “Skilled,” “Developing” and new educators will have a professional growth plan. Professionals rated “Ineffective” will need to complete a professional improvement plan. Both plans require setting goals and provide a focus for educator support and development. GP/IP are due on **September 13** for year-round schools and **September 27** for traditional/extended year schools.

#### **Professional Growth Plans:**

- The plan includes two goals: one based on a TDES component (not an entire domain), and one based on an element (not the entire standard) from the Ohio Standards for Teaching.
- Professionals rated “Accomplished” will determine goals based on personal professional development needs, the ratings on the rubric, and other areas in need of growth.



- Professionals rated “Skilled” or “Developing” will determine the goals based on a joint process. The professional will write the initial goals based on professional development needs, the ratings on the rubric, and other areas in need of growth or improvement. The evaluator will review the goals and communicate with the professional to mutually determine the final goals for the plan.
- The growth plan should guide an educator’s professional development and be discussed at post-conferences during the TDES evaluation cycle or during an off-year conference. Progress toward the growth plan goals will be noted on the growth plan.
- Where applicable, professionals who are assigned to a grade level or subject area with value-added data shall review that data during the professional growth plan conference.

### **Improvement Plan:**

- The evaluator will work with the professional to set at least two and not more than three goals based on a TDES component (not an entire domain) and one based on an element (not the entire standard) from the Ohio State Standards for Teaching.
- The evaluator will review the previous year’s progress to determine the goals and work with the professional to select the best plan to achieve those goals.
- The improvement plan should guide an educator’s professional development and be discussed at post-conferences during the TDES evaluation cycle. Progress toward the improvement plan goals will be noted on the improvement plan.
- Where applicable, professionals who are assigned to a grade level or subject area with value-added data shall review that data during the professional improvement plan conference.

### **Walkthrough for Ineffective Teachers**

Teachers rated Ineffective for their 2018-2019 final summative rating will have a walkthrough by **September 27** (year-round) and **October 11** (traditional). A walk-through is a short classroom visit of 5-15 minutes. Following the walk-through, written feedback is provided through the TDES portal. The teacher may add additional evidence but is not required to. The teacher can request a post conference but the post conference is not mandatory.

### **FAO**

The Formal Announced Observation will be the first event for teachers (except for those rated Ineffective). The event is due **December 13** and the process can begin once the teacher’s Growth Plan is finalized. This can be started before the October 11 GP deadline as long as the GP is complete.

### **RSP Providers**

The order of events for RSP’s have changed to Document Submission 1, FAO, and Document Submission 2. Please note school counselors will follow the RSP process and calendar. The first event, DS 1, is due **November 22**.



## **D1 and D4 for Paraprofessionals**

The due date for the first evaluation event for paraprofessionals is **December 13**. 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 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 complete the rubric. The *entire process*, including the conference, should be complete by December 13.

## **TDES for New Teachers Training**

New teachers are **required** to have six hours of TDES training prior to being evaluated. New teachers must attend 6 hours of TDES training. New teachers, with administrator approval, should select **one** of the following training dates, **August 20**, **September 5**, or **September 9**. The training will take place at East Professional Center from 9:00 – 4:00. Please register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org). Evaluators must confirm that new teachers have attended TDES training before beginning their evaluation. New teachers may need assistance requesting a sub.

## **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. Training for new RSPs will be **September 30** at East Professional Center from 9:00 – 12:00. Please register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org). Evaluators must confirm that new professionals have attended TDES training before beginning their evaluation

## **TDES for New Paraprofessionals Training**

New paras are **required** to attend 3 hours of TDES training prior to being evaluated. TDES for new paras will be **October 1** at East Professional Center from 9:00 – 12:00. Paras must return to their building following the training session. Please register by emailing Megan Scully, [megan.scully@clevelandmetroschools.org](mailto:megan.scully@clevelandmetroschools.org).

## **OTES Training**

**OTES certification is required to evaluate teachers.** All CMSD evaluators must take three days of OTES training and test in a proctored environment. Please contact Megan Scully for additional information.

OTES renewal certification must also be taken in a proctored setting. For renewals, please use the link below to register with the Office of Professional Development for testing date and times [OTES/OPES/CRESS Certification Link](#). Please plan to arrive as early as possible to test, before 10:00 is recommended. EPC staff are not able to stay late to continue to proctor and administrators who arrive late in the afternoon may not be accommodated.

## **OPES Training**

**Certification is required to evaluate administrators.** All CMSD evaluators must take two days of OPES training and test in a proctored environment. OPES renewals must also be taken in a proctored setting. For renewals, please use the link below to register



with the Office of Professional Development for testing date and times [OTES/OPES/CRESS Certification Link](#). Please plan to arrive as early as possible to test, before 10:00 is recommended. EPC staff are not able to stay late to continue to proctor and administrators who arrive late in the afternoon may not be accommodated.

**2019-2020 TDES Training Dates**  
**Training will be held at East High Professional Center**

Note: These deadlines are “soft deadlines” meant for pacing guidance only. The only hard deadline is the portal closure

August 20	TDES for New Teachers	9:00-4:00 EPC
August 26	TDES Redesign Quarter 1 Meeting (A)	8:30-10:30 EPC 11:00-1:00 1:30-3:30
August 29	TDES Redesign Quarter 1 Meeting (B)	8:30-10:30 EPC 11:00-1:00 1:30-3:30
September 5	TDES for New Teachers	9:00-4:00 EPC
September 9	TDES for New teachers	9:00-4:00 EPC
September 30	TDES for New RSPs	9:00-12:00 EPC
October 1	TDES for New Paras	9:00-12:00 EPC
October 8	TDES Redesign Quarter 2 Meeting (A)	8:30-10:30 EPC 11:00-1:00 1:30-3:30
October 9	TDES for New Teachers (late hires only)	9:00-4:00 EPC
October 10	TDES Redesign Quarter 2 Meeting (B)	8:30-10:30 EPC 11:00-1:00 1:30-3:30



## Year Round Calendar 2019-2020

Event	Date
Portal Opens	August 13
GP/IP	September 13
WT (Ineffective only)	September 27
FAO	December 13
Para D1/D4	December 13
GP check-in/conference (off-year)	Quarter 2 or 3
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 13
Para D1/D4	December 13
GP check-in/conference (off-year)	Quarter 2 or 3
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
FAO	February 21
DS-2	April 17
Composite	May 1