



TDES Weekly Updates 2018-19 1.18.19

Walkthrough 2 (WT2)

WT2 is due **February 1** for traditional/extended calendar schools and was due **December 21** for year-round schools. WT2 should be started as soon as possible due to upcoming testing and a tight second semester calendar. 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. Please email your evaluator and the TDES mailbox, tdes@clevelandmetroschools.org if the WT2 is not completed by the due date.

Unannounced Observation (UO)

The Unannounced Observation is due **February 15** for year-round schools and **March 22** for traditional calendar schools. The UO can be started as soon as the WT2 has been completed. 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.

RSP Document Submission 1 (DS1)

The second evaluation event for RSP's is due **February 22**. RSP's should submit evidence for Domains 1-4 in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the February deadline). Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The entire process should be completed by February 22. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the event is not completed by the due date.

D2 and D3 for Paraprofessionals

The second evaluation event for paraprofessionals is due **March 22**. 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 22 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 22.



Evaluator Think Tank

The next Evaluator Think Tank will be **January 29** at East Professional Center (room 226). Two sessions will be offered from 8:00-10:00 am and 3:30-5:30 pm. Both sessions will be the same. The focus will be the Unannounced Observation and Para D2/D3. One evaluator from each building should plan to attend. Email Megan Scully to register.

Invalid Credentials

Please note that passwords are expiring. If you receive an “invalid credential” error message when logging into the portal, please update your password on a district PC. Log off the computer, log back on and put in credentials, then 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.

OTES Renewal Certification

OTES renewal certification must 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 Assessment Registration 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 Renewal Certification

OPES renewal certification must 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 Assessment Registration 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.



Year Round Calendar 2018-2019

| Event | Date |
|------------------|--------------|
| Portal Opens | August 6 |
| GP/IP | August 24 |
| WT 1 | September 14 |
| FAO | November 16 |
| Para D1/D4 | December 21 |
| WT2 | December 21 |
| UO | February 15 |
| Para D2/D3 | March 22 |
| WT3 | March 22 |
| Composite | May 3 |

TDES Traditional and Extended Year School Calendar 2018-2019

| Event | Date |
|------------------|--------------|
| Portal Opens | August 21 |
| GP/IP | September 7 |
| WT 1 | September 28 |
| FAO | November 16 |
| Para D1/D4 | December 21 |
| WT2 | February 1 |
| UO | March 22 |
| Para D2/D3 | March 22 |
| WT3 | April 18 |
| Composite | May 3 |

RSP Calendar 2018-2019

| Event | Date |
|------------------|--------------|
| Portal Open | August 21 |
| GP/IP | September 7 |
| FAO | December 21 |
| DS-1 | February 22 |
| DS-2 | April 12 |
| Composite | May 3 |