



TDES Weekly Updates 2018-19 3.8.19

Unannounced Observation (UO)

The Unannounced Observation is due **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 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). All steps need to be marked complete by teachers and evaluators. Checks should appear 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 2 (DS2)

The third evaluation event for RSP's is due, **April 12**. RSP's should submit evidence for **Domains 2-3** in the portal and self-assess on the rubric by the date set by the evaluator (do not wait until the April deadline). Please note you must rate yourself on all four domains in the rubric. Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The entire process should be completed by April 12. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the event is not completed by the due date.

Walkthrough 3

Walkthrough 3 is due **March 22** for year-round schools and **April 18** for traditional schools. Walkthrough 3 can be either observational or conversational. A conversational WT is a 15-minute meeting between the teacher and evaluator. The evaluator does not have to schedule conversational WTs with all teachers. The evaluator should set a meeting date and time with teacher and let the teacher know what specific areas of the rubric will be covered so the teacher can prepare and submit evidence. 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 WT3 is an opportunity to document Domain 4 evidence that can be difficult to capture in a classroom observation. Both teacher and evaluator add evidence to the portal and meet to discuss that evidence. 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.

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.

Evaluator Think Tank

The next Evaluator Think Tank will be **April 9** at East Professional Center (room 226). Only one session will be offered from 8:30-10:30 am. The focus will be Walkthrough 3 and the Composite. One evaluator from each building should plan to attend. Register by emailing Megan Scully, megan.scully@clevelandmetroschools.org.

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