



TDES Weekly Updates 2017-18 3.23.18

Walk-through 3

The due date for year-round schools is today, **March 23** and **April 13** for traditional schools. Walk-through 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, nor do all WT3s have to cover the same components. 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 D4 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.

Walk-through 4

WT4 is optional. Either party may request a WT4 but both must agree. WT4 should be observational and take place after WT3 and before the Composite.

Composite

The composite is due for all staff members on **May 4**. Composites can begin as soon as WT3 has been completed. Note that the TDES portal will **close** at the end of the day on May 4 for all evaluations. The system will not be accessible after that date. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the Composite is not completed by the due date.

RSP Providers

The due date for Document Submission 1 (DS1) is **March 23**. RSP's should submit evidence for all Domains 1-4 in the portal and self-assess on the rubric by the date set by the evaluator. Evaluators should review the evidence, add evidence if necessary, and mark areas of agreement on the rubric. The *entire process* should be completed by March 9. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the event is not completed by the due date.

Document Submission 2 (DS2) will be due **April 20**. DS2 is not a repeat of DS1 but should show evidence of a continuation of the professional's practice. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if the event is not completed by the due date.



Boot Camp for Evaluators

The final TDES Boot Camp for the 2017-18 school year will be on April 16 from 8-10 AM and 4-6 PM. Both sessions will be held at East Professional Center in room 221. The sessions will be the same, so please sign up for only one time slot. The focus will be on the Composite and at least one evaluator from each building is encouraged to attend. Snacks will be provided!!

Please register for the morning (8-10 AM) or afternoon (4-6 PM) time slot by emailing: Megan Scully, megan.scully@clevelandmetroschools.org

D2 and D3 for Paraprofessionals

The due date for the second evaluation event for paraprofessionals is today, **March 23**. 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 23 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 March 23.

Video Recording

Recording video of a teacher's TDES evaluation is not appropriate evidence collection. Please contact Jill Cabe, Director of Performance Management if you have further questions.

TDES for New Teachers Training

New teachers are required to have six hours of TDES training prior to being evaluated. Please contact Megan Scully if you have not received training.

TDES for New RSPs Training

New RSPs need TDES training prior to being evaluated. RSPs are related service providers including, nurses, psychologists, therapists, school counselors and transition coordinators. Please contact Megan Scully if you have not received training.

TDES for New Paraprofessionals Training

New paras are required to attend 3 hours of TDES training prior to being evaluated. Please contact Megan Scully if you have not attended the training session.

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. Registration can be done through the ODE via your STARS account. OTES renewal certification must also be taken in a proctored setting. Please contact Cheryl Shelton to schedule your proctored certification test.



OPES Training

Certification is required to evaluate administrators. All CMSD evaluators must take two days of OPES training and test in a proctored environment. Registration can be done through the ODE via your STARS account. OPES renewals must also be taken in a proctored setting. Please contact Cheryl Shelton to schedule your proctored certification test.

2017-2018 TDES Training Dates- 2nd Semester Training will be held at East High Professional Center

April 16	Boot Camp for Evaluators Session 4	8:00-10:00 AM & 4:00-6:00 PM *Both sessions are the same



Note: These deadlines are “soft deadlines” meant for pacing guidance only. The only hard deadline is the portal closure **May 4**.

TDES Year Round Calendar 2017-2018

Event	Date
Portal Opens	July 26
GP/IP 16-17 Due	August 18
WT 1 Due	September 8
FAO Due	November 9
Para D1/D4	December 15
WT2 Due	December 22
UO Due	February 16
Para D2/D3	March 23
WT3 Due	March 23
Composite Due	May 4

TDES Traditional and Extended Year School Calendar 2017-2018

Event	Date
Portal Opens	August 21
GP/IP 16-17 Due	September 8
WT 1 Due	October 6
FAO Due	November 17
Para D1/D4	December 15
WT2 Due	February 2
UO Due	March 9
Para D2/D3	March 23
WT3 Due	April 13
Composite Due	May 4

RSP Calendar 2017-2018

Event	Date
Portal Open	August 21
GP/IP 16-17 Due	September 8
FAO Due	December 21
DS-1	March 23
DS-2	April 20
Composite Due	May 4

