



TDES Weekly Updates 16-17 9.26.16

TDES Coordinator's Special Notes

New teachers must attend one, six hour, TDES training session. The next session will be held Monday, September 26 at East Professional Center from 9-4. Please be sure to forward this update to all teachers, RSP providers, and paras. Megan Scully, megan.scully@clevelandmetroschools.org will answer any questions or requests.

Walkthrough 1

Walkthrough 1 is due **October 14**. Please remember to email your evaluator and the TDES Mailbox, tdes@clevelandmetroschools.org if your WT1 is not completed by October 14.

TDES Portal

If you have not already done so, please log in to the TDES portal and make sure you are able to access your evaluation. To access the portal go to the CMSD TDES page then to the Great Teachers & Great Leaders portal found on the right side of the page. You will use your CMSD login to enter the portal.

Building assignments are updated by HR. Transfers will be completed by HR and should appear in TDES the following day. Principals are able to assign other evaluators. Please remember GP and IP will need to be assigned as well.

TDES School Teams

The Principal and the CTU representative should work together to jointly determine the TDES team for the school each year. The TDES team is asked to support TDES and SGM implementation for the building. They are expected to provide PD on TDES and SGM and answer questions from the staff. Monthly support materials are posted on the TDES web site for TDES PD in the buildings. Please send the list of team members for your school to Megan Scully megan.scully@clevelandmetroschools.org.

Growth and Improvement Plans

All CMSD teachers and RSPs are on either a Growth Plan (GP) or Improvement Plan (IP) for 16-17. Paraprofessionals do not have to write a GP. Overall Accomplished teachers must complete a GP, even if they are not being evaluated. Improvement Plans are currently being assigned and Accomplished teachers TDES will be archived. New teachers can complete the GP even if they have not had TDES training yet. You do not have to have a conference scheduled to start your Growth Plan. Improvement Plans will be assigned in TDES once the portal opens. Information on both plans can be found on the TDES webpage. **Growth and Improvement Plans are past due.**



TDES for New Evaluators Training

All new evaluators must attend new evaluator TDES training prior to evaluating CMSD teachers.

TDES for New Teachers Training

New teachers are required to have six hours of TDES training prior to being evaluated. Please send new teachers to the September 26 PD. Training will be at East from 9:00 – 4:00. Please register using the TDES calendar. Please confirm your new teachers have attended TDES training before beginning their evaluations. New teachers may need assistance calling in to the sub center.

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. OTES renewal certification must also be taken in a proctored setting. Please contact Cheryl Shelton to schedule your proctored certification test.

For other OTES training dates and times, please log in to your [SAFE account](#) and search STARS (keyword OTES) to register. New dates have been added for OTES and OPES assessments for the month of September. [Click here](#) for more information and to view the available testing dates. Contact Cheryl Shelton at Cheryl.Shelton@clevelandmetroschools.org to schedule your assessment.

OPES Training

Certification is required to evaluate administrators. The OPES certification test must be taken in a proctored setting at East. Please contact Cheryl Shelton to schedule your proctored certification test.

*Please distribute the “TDES Important Dates” and “Training Calendar” to your staff. These documents are found on the pages below.



2016-17 TDES Important Dates

Note: Per the CBA, the WT1 and FAO must occur in the **first semester**. The WT2, UO, and WT3 must occur in the **second semester**. These deadlines would be “soft deadlines” meant for pacing guidance only. The only hard deadline would be the portal closure in May.

August 29	TDES activities can begin in the portal
September 9	Growth Plan / Improvement Plan due
October 14	Walk-through 1 Due Evidence Collection 1 Due
November 18	FAO due
December 16	Paraprofessional D1/D4 Due
January 20	Walk-through 2 Due Evidence Collection 2 Due
March 3	Unannounced Observation Due
March 23	Paraprofessional D2/D3 Due
March 24 (year round schools only)	Walk-through 3 Due Evidence Collection 3 Due
April 7	Walk-through 3 Due Evidence Collection 3 Due
May 5	Composite due; portal closes

2016-2017 TDES Training Dates- 1st Quarter Training will be held at East High Professional Center

September 26	TDES for new Teachers	9:00-4:00
October 20	FAO Refresher for Admins	3:00-4:30
October 26	FAO Refresher for Admins	4:00-5:30