CLEVELAND
METROPOLITAN
SCHOOL DISTRICT
Vision to Victory

_____

Your last name plus the first three letters of your first name

ACCESS ID   _____

PIN   _____

To access **eIPDP**, go to the District's website at **www.clevelandmetroschools.org**
- Click on Departments, then click Human Resources to reach the Human Resources front page
- On the HR Front Page, click on **eIPDP** Individual Professional Development Plans.
- To sign on, use your IPDP ACCESS ID and PIN NUMBER identified above.
- Please make sure you save the progress of your IPDP every 20 minutes.
- Once you have completed the plan, please be sure to print a copy to retain for your records.

You may track the status of your IPDP by signing on to the **eIPDP** system at any time.
Once your IPDP has been reviewed by the Central Professional Development Committee, you will receive an email with further instructions.

AS A REMINDER, YOU MUST HOLD A VALID LICENSE ON THE FIRST DAY OF SCHOOL.
FAILURE TO DO SO WILL RESULT IN YOUR BEING RELEASED FROM THE DISTRICT.

http://www.clevelandmetroschools.org/site/Default.aspx?PageType=1&SiteID=4&ChannelID=10&DirectoryType=6

social security

File   Edit   View   Favorites   Tools   Help

Favorites | Coleman, Melissa A - Outlook... | Find Employee - Employee Se... | https://coreprodint.ode.stat... | Departments Directory

Page ▾   Safety ▾   Tools ▾

District Home   Enroll Now   Site Manager   My Account ▾   My PassKeys   Translate this page...   Search This Site...

About Us | Board | Departments | Schools | Students | Parents | Staff | Partners | Newsroom

CLEVELAND
METROPOLITAN
SCHOOL DISTRICT

CALENDAR   DIRECTORY   INTRANET: EMPLOYEES ONLY   RACE TO THE TOP

Departments Directory

A C E F G H I L M N O P S T

A
- Academic Resources
- Academics
- Alumni

C
- Career and Technical Education
- CEO
- Communications, Media & Public Records
- Curriculum and Instruction

E
- Early Childhood Education

F
- Family and Community Engagement
- Finance Department
- Food & Child Nutrition Services

G
- Gifted Education

H
- Human Resources
- Humanware

I
- Interscholastic Athletics

L
- Legal Services

M
- Multilingual Multicultural Education

N
- New and Innovative Schools
- No Child Left Behind
- Nursing & Health Services

O
- Office of Professional Development
- Ombudsman Office
- Operations

P
- Procurement / Purchasing

S
- Safety and Security Department
- Special Education
- Student Services

T
- Technology
- Transportation

Internet   100%

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http://www.clevelandmetroschools.org/Page/74

social security

File   Edit   View   Favorites   Tools   Help

Favorites | Coleman, Melissa A - Outlook... | Find Employee - Employee Se... | https://coreprodint.ode.stat... | Human Resources / Home

Page ▾   Safety ▾   Tools ▾

METROPOLITAN
SCHOOL DISTRICT

CALENDAR   DIRECTORY   INTRANET: EMPLOYEES ONLY   RACE TO THE TOP

Human Resources
- Home
- Calendar
- Continuing Contract Info
- Employee Benefits
- Employment Information
- Employment Opportunities
- Salary Schedules
- Staff Directory
- Substitute Center

Human Resources

Serena Houston-Edwards - *DEPUTY CHIEF*

Welcome to the CMSD Human Resources Page. Here you will find information about Human Resources services, current employment opportunities, policies, procedures and requirements for employment in the Cleveland Metropolitan School District.

The HR staff is committed to the recruitment and retention of top-notch employees with the determination and drive to create a positive and effective 21st century learning environment for our students. Our departmental goal is to provide personalized support and service to each employee, school, and department. We also strive to build a foundation of employee excellence through rigorous performance standards, staff development and a diverse and dedicated work force that supports the mission and goals of the district.

new   **We have improved the application process.**
Click here to apply for all job openings in CMSD

WHERE CAN I FIND INFORMATION ON:
- Benefits
- HR Forms (coming soon)
- Individual Professional Development Plan (eIPDP)
- Licensure and Certification (coming soon)
- Professional Development
- Salary Schedules

Staff can also log in to the ESWeb (intranet based) to review and update personal information and to access

CONTINUING CONTRACT FORM

The CTU Continuing Contract Request Form for 2014-2015 is now available.
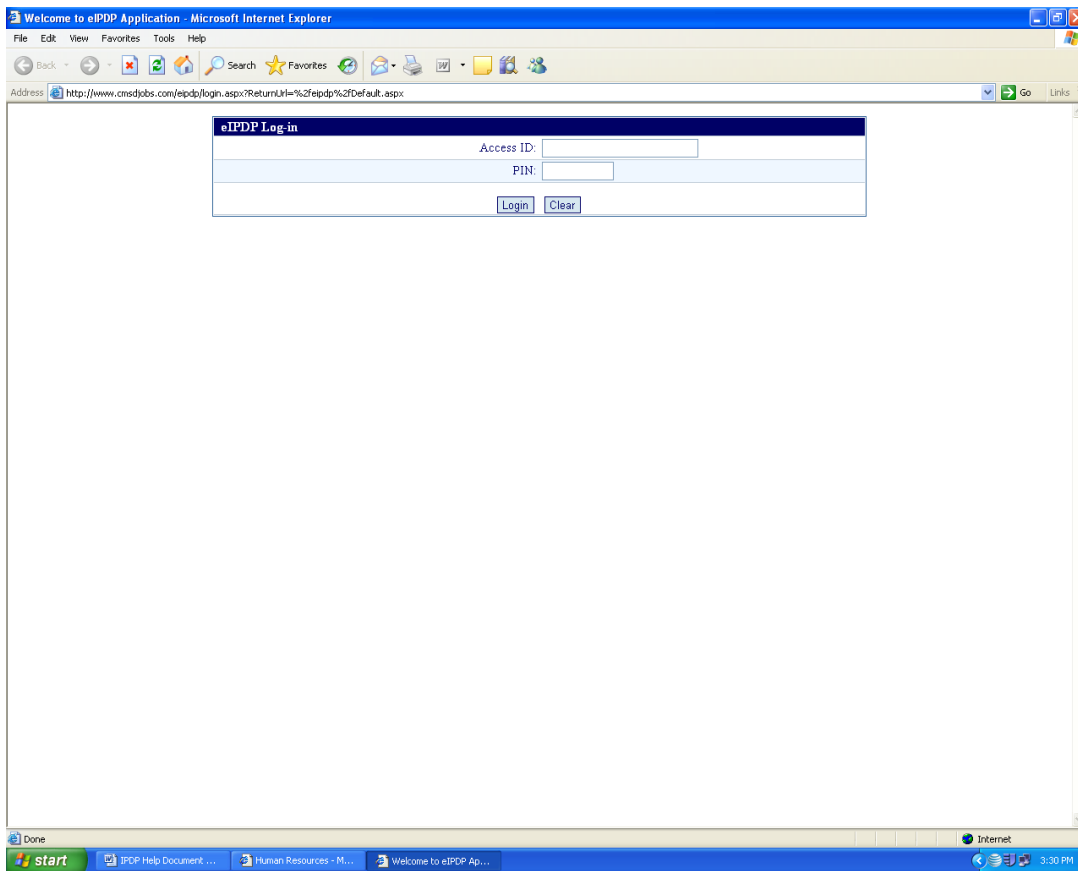
Form (pdf)
Information Page (pdf)

We've Moved!

Human Resources is now located at:

Done   Internet   100%

start   3 Interne... | AS/400 **... | Work Num... | Windows M... | Employmen... | IPDP Guide... | Document2... | 11.2011%... | Search Res...   3:58 PM

STEP 1

Once you are logged in, you will see a List of your licenses/endorsements on the Personal Info screen.

Select the license you want to renew by clicking the appropriate check box, then click on the Create New IPDP button.
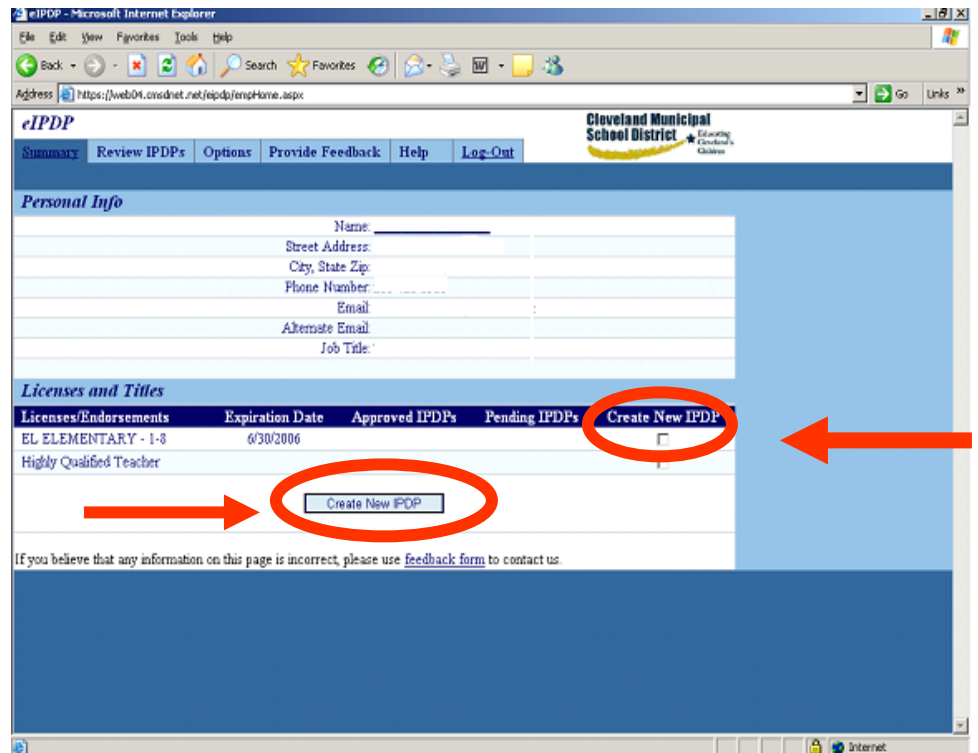
STEP 2

Goals: For each goal, select one from the Professional Goals Pop-up screen by clicking on the button with the question mark to the right of each goal's text box or you may enter your own. At least one must relate to student achievement.

Assessments: State how the measurements will determine your progress/success of each goal as it relates to student achievement (i.e. charts, graphs, pre-tests, post-test, etc.)

Coursework: Hours must be completed prior to license renewal. IPDP's must be approved prior to completing coursework. Changes in coursework do not require a revised IPDP.

Anticipated Outcomes: State and/or describe the anticipated outcomes and benefits of completing coursework or CEUs as they relate to the District's mission for student achievement.

CMSD MISSION STATEMENT

The Cleveland Metropolitan School District envisions 21st Century Schools of Choice where students will be challenged with a rigorous curriculum that considers the individual learning styles, program preferences and academic capabilities of each student, while utilizing the highest quality professional educators, administrators and support staff available.

STEP 3
After you complete your plan, click on the Save Form button to save your plan. You will be returned to your Personal Info screen after your plan is saved. Next, click on the link that says Work on Form. Once you are back on the form screen, click the edit button, then click the Submit Form button to submit your plan. *At any time, you may check the status of your IPDP on your Personal Info screen under Pending IPDPs.*

LICENSE RENEWAL CHECKLIST

As early as possible in the calendar year that your certificate expires, please renew your license via the Ohio Department of Education's (ODE) website. Detailed guidance is available on the ODE website found at:

http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License
or
Click the **"How Do I?"** tab at the top of the ODE webpage and select "Renew My Teaching License?"

Beginning January 2014 – all licensure renewal applications must be completed online, per ODE requirements.

To Apply Online – An ODE SAFE account is required for the online application process. If you do not already have a SAFE account, you can create one via the link above. You will not be able to access the online application until you have created a SAFE account. Once you have a SAFE account you can begin the online application through the *My Educator Profile* link, which will be available from the ODE CORE link on the SAFE account menu. Informational videos and the *My Educator Profile User Guide* are available on the ODE website if you need more information, or you can contact ODE directly at 877-644-6338.

Please be advised: Online payment is now required by the ODE. Payment is made by credit card only. If you do not have a credit card, contact ODE for payment options at 877-644-6338.

Upon completion of the online application process, take the following documents to your licensure specialist at:

Cleveland Metropolitan School District
1111 Superior Avenue E
Human Resources Department
Employee and Family Services Center – 1st Floor, Attn: Melissa Coleman

_____   Payment Confirmation for ODE application submission. (Payment Confirmation page is available only
               after **successful completion** of your online application.)
_____   IPDP approval email;
_____   A copy of your expiring license;
_____   Official, unopened transcripts or converted CEUs indicating 6 semester hours of education related
               coursework taken after the issuance of the license to be renewed . Transcripts should be mailed
               to your home, **NOT** to the District.
               (Please Note: Submission of supporting documentation does not apply to Paraprofessionals.)

Applicant: _____   CMSD Representative: _____   Date: _____

The ODE requires proof of completed BCII. Fingerprints must be taken and **sent electronically** to the ODE through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety & Security. Currently, fingerprinting is done Monday and Wednesday from 9:00 a.m.-11:00a.m. and 2:00 p.m. - 4:00 p.m. at East Professional Center, 1349 East 79th Street, Room 110, Cleveland, Ohio 44103. Contact the Safety & Security Office at (216) 838-0420 to make sure times and dates have not changed.

For information about WebCheck and a listing of locations across the state, visit www.webcheck.ag.state.oh.us. CMSD is an official WebCheck approved fingerprinting location.

The State of Ohio Office of Certification/Licensure   To check on the status of the BCI/FBI check call:
(877) 644-6338 toll free   (704) 845-2375

IPDP APPROVAL AND INFORMATION (Please contact): Jim Wagner (jwagner@ctu279.org), Bonnie Hedges (bhedges@ctu279.org), Tracy Radich (tradich@ctu279.org), or Carrie Luce (carrie.luce@clevelandmetroschools.org)
        This checklist is also available on the Human Resources page of the district's website at www.clevelandmetroschools.org