Our vision is that every student in every neighborhood will be engaged in a rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Some CPS educators are employed in multiple roles in pursuit of this vision. For example, an educator may spend a portion of his/her time as a Counselor, and some time as a Teacher. An educator may supervise the library on Tuesday and Thursday and teach a class on Monday, Wednesday, and Friday. There are many potential combinations when you consider that different Frameworks exist for Teachers, Teacher-Librarians, Counselors, and Educational Support Specialists. We recognize there are many unique circumstances across the city. What does this mean when it comes to a REACH evaluation?

CPS does not have a “one size fits all” procedure for assigning Frameworks to educators whose duties are split. This guidance document outlines REACH observation procedures as well as a few best practices.

**Framework Selection Procedure**

1. Administrators should meet with the dual role educator prior to the first observation. This meeting should focus specifically on a review of the individual’s current role and responsibilities, including, *for example*, both case management responsibilities **AND** other responsibilities (e.g. teacher, a school counselor, librarian or other).
2. During the meeting, **review** the available CPS Frameworks – Framework for Teaching, School Counselors, Teacher-Librarians or Educational Support Specialists – and determine which ONE Framework is most applicable to the individual’s role.
3. **Complete the bottom portion of this form, attesting to the Framework selected for REACH this school year.** Print this document, sign below and maintain a hard copy of this agreement in your school building.
4. **Log in to the Reflect and Learn System together to determine if a Framework Change Request must be made (the link to request a change is available on the first page of RLS after logging in). If yes, the administrator should fill out the Change Request at that time.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be evaluated using the Framework (circled below) during school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Teaching Teacher-Librarians Counselors**

**Education Support Specialists Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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(Educator Signature) (Administrator Signature) (Date)

If you have any questions, contact Mike Herring in the Talent Office at [mjherring@cps.edu](mailto:mjherring@cps.edu) or 773-553-2387.