

REACH Guidance for New Educators

Welcome! *REACH (Recognizing Educators Advancing Chicago) Students* is CPS's comprehensive educator evaluation system. REACH is used to evaluate the district's teachers, librarians, counselors, case managers, and specified educational support specialists and related service providers. It is designed to facilitate an ongoing dialogue between administrators and educators to improve professional practice and increase student learning.

There are many parts to the process. This will help you begin and help you become a proactive participant in your own evaluation process.

1. Complete the REACH Orientation

- a. **Register** in the [Learning Hub](#). This is the online system used for enrolling in all events, training and professional development. Specific directions for the REACH Orientation are attached.
- b. **Download** the following from the [REACH page](#) on the Knowledge Center (KC)
 - i. REACH Handbook
 - ii. Best Practice sheet
 - iii. Applicable Framework using the menu of options under the REACH tab on the KC
- c. **Suggestion: Use** the Worksheet available for download when viewing the Orientation. Refer to the REACH Handbook and note your:
 - i. Evaluation Plan and Professional Practice and Student Growth (Value-Added and/or Performance Task) weights
 - ii. Number and timing of required observations according to your evaluation plan
 - iii. Performance Task requirements for your evaluation plan.

2. Log into the Reflect and Learn System (RLS). This is the online platform for your observation process.

- a. **Review** the User Guide for RLS found on the [Reflect and Learn page](#) under the REACH tab on the Knowledge Center.
- b. **Check** your Plan label and assigned Framework. Report any inconsistencies to your administrator.
- c. **Share** your results with your CTU.

3. Determine your Performance Task (PT) responsibilities.

- a. **Review** the [REACH Performance Tasks](#) page on the Knowledge Center.
- b. **Download** the [REACH PT Administration Manual](#). Read sections pertaining to your teaching role.
- c. **Administer**, if needed, appropriate test(s) to students.
- d. **Complete** Roster Verification at the end of the year.

Still have questions?

Complete this form, [REACH Help for New Educators](#), and the appropriate department will respond.