



## DISTRICT CANVAS SPECIALIST - TOSA

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### Position Summary

The District Canvas Specialist is a one-year temporary position. This educator works with teachers and administrators to implement best practices in the use of Canvas to ensure students learn at high levels whether face-to-face or remotely. This person will work with classroom teachers in a coaching capacity and deliver professional development in both small and large groups. Planning, organizing and leading professional development are expected as part of this assignment.

### Supervisory Relationship

This position reports to the appropriate Level Director within the Instruction Department when working with middle and high schools.

### Essential Functions

1. Assist facilitation of training on Canvas Teachers Handbook;
2. Ensure new teacher on-boarding with respect to Canvas and course development;
3. Provide coaching and support for online teaching beyond course development;
4. Develop POCR (Peer Online Course Review) structure at each secondary school;
5. Support realizing the goal of moving away from a third party developed curriculum for EOA;
6. Liaise with curriculum TOSAs to ensure lesson delivery as intended in the development process;
7. Ensure systems are in place to provide robust and meaningful support to parents and families as well as gathering information from those groups to ensure continuous improvement of our use of Canvas as a tool.
8. Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing;
2. Strong knowledge of learning management systems in general and Canvas in particular;
3. Established track record of coaching teachers in online / remote settings;
4. Established track record of successfully working in a secondary setting;
5. Ability to communicate what we know through research and practice regarding the critical elements of remote teaching and learning;
6. Firm Command of UDL principles;
7. Strong instructional technology skills;
8. Ability to oversee the work of others;
9. Strong organizational skills.

**Minimum Qualifications**

Education

- Master’s degree.
- Valid Oregon Teaching license required.
- Evidence of multi-cultural experience and cultural competency; and

Experience

- At least four years of experience working with students and teachers at the secondary level.
- Demonstrated successful experience working with teachers and administrators supporting students in a variety of situations.
- Experience with learning management systems in general with preference given to those familiar with Canvas itself.
- Experience leading professional development, including integration of digital resources in classrooms and on technology leadership teams.
- Demonstrated success with culturally responsive teaching practices.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Developed by</b>	Andy Dey, Director of Secondary Education
<b>Approved by</b>	Karen M. Hardin, Director of Human Resources
<b>Last revised</b>	July 20, 2020

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

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Date