

School- Based Canvas Facilitator Job Description (2022-23)

Position Description: Canvas Facilitators deliver and facilitate professional learning opportunities for teachers and staff to support the Beaverton Future Ready initiative. Utilizing a train-the-trainer model, the LMS (Canvas) school facilitator will support their assigned school through training of school staff in the operation and maintenance of the LMS. The school facilitator will serve as their school's resident LMS expert and ambassador as well as serving school administration as the liaison between the school and central office in matters related to the implementation of the LMS.

Applicant's Qualities

- The applicant must have strong communication and collaboration skills
- The applicant must have a deep understanding of best practices for integrating Canvas in the classroom
- The applicant must be comfortable supporting the integration of technology tools such as but not limited to Canvas and Synergy

Responsibilities

- Attends biweekly / monthly meetings and trainings, including online trainings
 - Become familiar with all applications integrated into Canvas
- Works collaboratively with Synergy facilitators to support secondary teachers to increase timely and effective feedback
- Be willing to be available for before school and after school as needed to provide small group and individual training throughout the year and understand that some training may take place during prep periods
- Provide staff support to help understand and implement Canvas Levels/Agreements ([LINK](#)) to support a similar student/user experience.
- Communicates and collaborates with building administration and staff to:
 - Schedule, develop and lead training as well as provide troubleshooting, documentation and support for staff in the use of Canvas (LMS).
 - Provide just- in- time training at key points in the semester (prior to progress reports, end of semester grading, etc...)
 - Identify, implement and communicate new features and strategies to continuously improve efficiency and effectiveness of the implementation of Canvas to support teaching and learning
 - Responds to Canvas-related communication from Teaching and Learning or other district staff
 - Resolve issues that arise and need escalation through Web Help Desk/Canvas Help

I have read and understand the responsibilities of the Canvas Facilitator

_____ School _____

(Canvas Facilitator) Print & sign