

Canvas Champion Teacher Leader Program 2022-23 Application Directions

Thank you for your interest in the 2022-2023 Canvas Champion Teacher Leader Program. To be considered for a Career Pathways Teacher Leader role, complete and submit your application **no later than 11:59AM, on Sunday May 29, 2022**. Should you have any questions regarding this application or the selection process, e-mail INSTECH@houstonisd.org.

The 2022-2023 Canvas Champion Teacher Leader application questions are provided at the end of these directions. It is strongly recommended that you complete your responses to the application questions in a Word document first, and then copy and paste your responses into the Canvas Champion Teacher Leader Application on the HISD AIM: Appraisal & Incentive Management Portal using the hyperlink provided below. There will NOT be an opportunity to re-submit applications, so be confident in your answer responses upon submission. Only application responses and videos submitted via the application site will be considered for scoring. You will be notified of the status of your application in early-June through email to your HISD account. Upon submission of your application, you may track your progress via the HISD AIM: Appraisal & Incentive Management Portal.

In order to be considered for the Canvas Champion Teacher Leader role, you must meet the minimum qualifications and application score. If you do not meet the minimum qualifications, the application platform will not allow you to apply. Take the application seriously; if you do not make the application cut score you will not be placed in the pool from which your principal will select.

Canvas Champion Teacher Leader Role	Most recent TADS Summative Appraisal of at least “Effective” or better and all individual Instructional Practice criteria “3” or better	TADS Professional Expectations criteria (PR 2, 5, 8, 9) at least “3” or better AND meet the minimum application matrix score
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<SAVE THE DATES>

If accepted into the program, Canvas Champion Teacher Leaders will be expected to complete *Canvas Learning Series sessions 101-105* (OneSource #1470019 – 1470023) or the *Growing with Canvas Course* (OneSource # 1471008) prior to July 14, and attend the *Career Pathways Teacher Leader Launch* on June 9 or 10.



CAREER PATHWAYS TEACHER LEADER LAUNCH

June 9th-10th, 2022



STEPS TO SUBMIT AND MONITOR YOUR APPLICATION

STEP 1: REVIEW PROGRAM OVERVIEW (click hyperlinks to review SharePoint site and documents)

STEP 2: CONFIRM ELIGIBILITY

STEP 3: REVIEW APPLICATION QUESTIONS AND COMPLETE RESPONSES

STEP 4: SUBMIT YOUR APPLICATION AND MONITOR YOUR STATUS VIA THE HISD AIM PORTAL

APPLY NOW!

Click the *APPLY NOW* hyperlink to be directed to the host application site.

STEP 1 –Review the role description of the Canvas Champion role so you have a clear understanding of the expectations and minimum qualifications. Only one application on the [HISD AIM: Appraisal & Incentive Management Portal](#) is needed.

STEP 2 – Confirm that you meet the minimum qualifications listed on the job description for the role you are applying.

<p>Canvas Champion Teacher Leader Role</p>	<p>Most recent TADS Summative Appraisal of at least “Effective” or better and all individual Instructional Practice criteria “3” or better</p>	<p>TADS Professional Expectations criteria (PR 2, 5, 8, 9) at least “3” or better AND meet the minimum application matrix score</p>
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STEP 3 – Canvas Champion Teacher Leader applicants should answer **all** three required questions by providing a written response via the [HISD AIM: Appraisal & Incentive Management Portal](#). You must apply via the [HISD AIM: Appraisal & Incentive Management Portal](#) and enter text for all three questions before submitting the application.

Note: Wait to submit your application until after you have typed your response(s) and are prepared to copy the text into the online application. For example, you may consider typing and saving your responses in a Word document so that you easily copy the text into the application. Once your application has been submitted, you will be able to edit your response up until the deadline listed above, only. After this date, no responses may be edited.

All applicants must answer:

- Question #1 (REQUIRED)
- Question #2 (REQUIRED)
- Question #3 (REQUIRED)

2022-2023 APPLICATION QUESTIONS

Application Question #1 (REQUIRED by all applicants):

What values are important to you as a leader? Describe a time as an educator where you demonstrated those values.

Application Question #2 (REQUIRED by all applicants):

Describe a time as an educator when you had to juggle multiple deadlines, tasks, and leadership responsibilities within a short period of time. How did you manage your time in order to successfully complete all tasks?

Application Question #3 (REQUIRED by all applicants):

CANVAS Champion

You have been asked to support teachers in utilizing the new learning management system. Teachers will use the new platform to access district curriculum, digital resources, and student-facing lessons. They will also utilize tools and features in the new learning management system to increase student engagement through meaningful and relevant learning activities that include authentic, meaningful formative assessments.

Establish a plan on how you would support teachers.

- What support will you provide teachers?
- What is your follow-up plan to ensure implementation?
- How will you know your support is effective?

APPLY NOW!

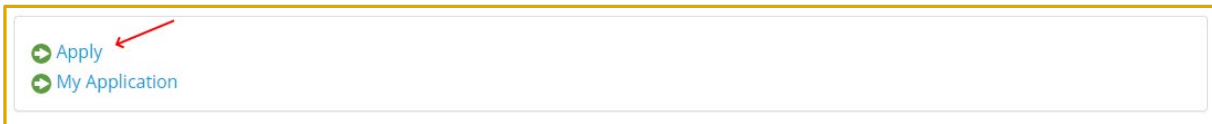
Click the APPLY NOW hyperlink to be directed to the host application site.

STEP 4 – To access the [HISD AIM: Appraisal & Incentive Management Portal](#), click the hyperlink or the APPLY NOW links located in this document.

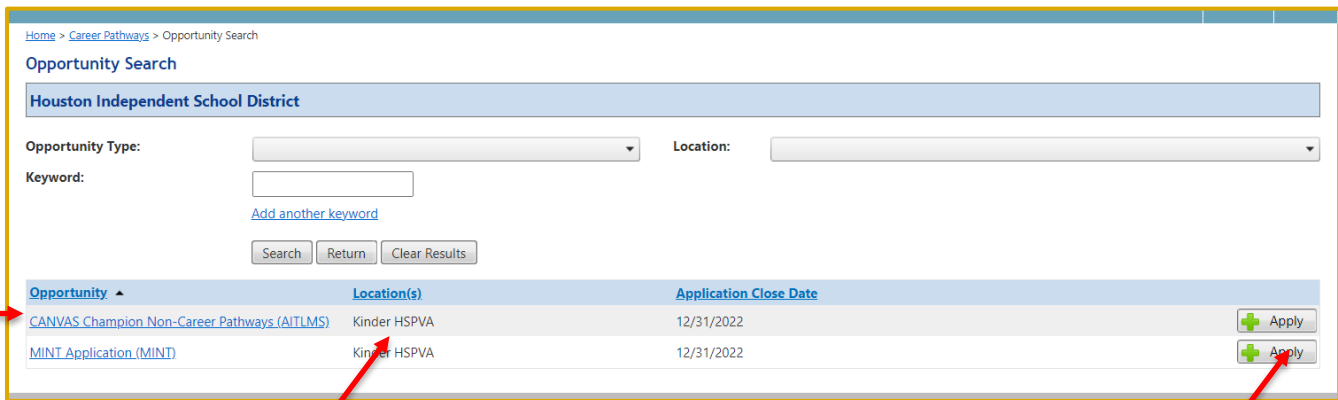
- A. Login at the [HISD AIM: Appraisal & Incentive Management Portal \(https://bfk.me/hisd_aim\)](https://bfk.me/hisd_aim). To access the portal, login using your full HISD email address and AIM Portal password. If you were hired in 2016-2017 SY, your username is your P email address. If you have forgotten your password, please use the “Forgot Password” link to obtain.
- B. Click the “Career Pathways” tile.



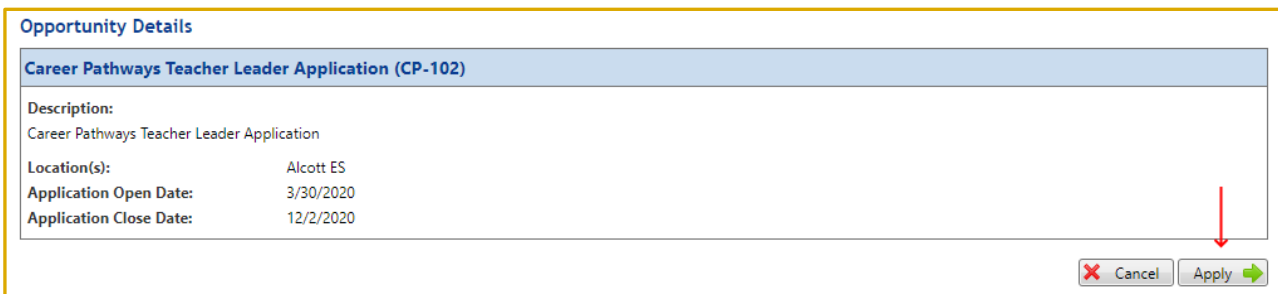
- C. Click “Apply” to select your school and create your application.



- D. Once your campus appears, an opportunity will post for your so apply (Canvas Champion Non-Career Pathways (AITLMS) (CP)) with the “Location” posted as your current campus. Click the “Apply” button to start your application.




- E. Verify that you have selected the correct school and click “Apply” to continue the application.



F. Confirm that your “Organization” is your current assigned campus and answer the appropriate essay questions (Refer to STEP 3). Click “Continue” when you have completed the questions.

Opportunity: CANVAS Champion Non-Career Pathways (AITLMS)

Organization: Kinder HSPVA 

G. Review your application. If you need to change your responses, you can click “Previous” to go back a step. If you are satisfied with your responses click “Apply” to apply.

Criteria

Application Question One:
(REQUIRED by all applicants)
NEW TEACHER LEADER APPLICANT:
What values are important to you as a leader?
Describe a time as an educator where you demonstrated those values.
RETURNING TEACHER LEADER APPLICANT:
What challenges did you face with capturing evidence for impact on your campus? How did you overcome this challenge to ensure your success with the program?
• What leadership values were most important to your success as a TL?
• Describe a time where you demonstrated those values with your supported teacher(s)?

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Application Question Two:
(REQUIRED by all applicants)
NEW TEACHER LEADER APPLICANT:
Describe a time as an educator when you had to juggle multiple deadlines, tasks, and leadership responsibilities within a short period of time. How did you manage your time in order to successfully complete all tasks?
RETURNING TEACHER LEADER APPLICANT:
Video and written response required:
In the SIBME platform, upload a collaborative conversation between you and your supported teacher.
In the application located on the AIM portal, respond to the following questions:
• As a result of your conversation, what was the impact on your supported teachers teaching practice and/or what was the impact on their students learning?
• What next steps did you take to support your teacher after the conversation.

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Application Question Three:
(REQUIRED by all applicants)
CANVAS Champion You have been asked to support teachers in utilizing the new learning management system. Teachers will use the new platform to access district curriculum, digital resources and student-facing lessons. They will also utilize tools and features in the new learning management system to increase student engagement through meaningful and relevant learning activities that include authentic, meaningful formative assessments.
Establish a plan on how you would support teachers.
• What support will you provide teachers?
• What is your follow-up plan to ensure implementation?
• How will you know your support is effective?


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✖ Cancel ⏪ Previous ⏩ Apply



H. You can monitor the status of your application by selecting “My Application” from the dashboard

[➡ Apply](#)

[➡ My Application](#) 

I. Then select the “Applications” tab.

The screenshot shows a web form titled 'Applicant' with three tabs: 'Demographics', 'Additional Attributes', and 'Applications'. The 'Applications' tab is selected and highlighted in blue. Below the tabs, the form header reads 'Houston Independent School District' and 'Status: Active'. The form contains several input fields for personal information: First Name (James), Middle Name (optional), Last Name (Olsen), Address (multiple lines), Email Address (jimmyO@HOUSTONISD.ORG), ID (99999111), Birthdate (5/3/1971), City (Houston), State (TX), Zip, Home Phone, Work Phone (optional), and Mobile Phone (optional). 'Save' and 'Return' buttons are at the bottom right.

J. The Phase and Progress columns will update as your application moves through the process. Your responses will be carefully screened by HISD team members. You will be notified of the status of your application in early-June.

The screenshot shows the 'Applicant' form with the 'Applications' tab selected. Below the form header, there is a table with columns: Opportunity, Location(s), Status, Phase, Progress, Last Changed, and Applied On. A red arrow points to the 'Progress' column. The table contains one row of data for a 'Career Pathways Teacher Leader Application' at 'Alcott ES' with a status of 'In Progress', phase of '1. Eligibility', and progress of '0%'. The 'Last Changed' and 'Applied On' dates are both '03/31/2020'. There are 'Actions' dropdown menus for each row.

Opportunity	Location(s)	Status	Phase	Progress	Last Changed	Applied On
Career Pathways Teacher Leader Application	Alcott ES	In Progress	1. Eligibility	0%	03/31/2020	03/31/2020

Thank you for your applying to the Canvas Champion Teacher Leader Program! Your responses will be carefully screened by HISD AIT team members. You will be notified of the status of your application in early-June. (Notification of 2022-2023 Canvas Champion Teacher Leader selections will be sent to your HISD email address.)

If you have any questions regarding this application or the selection process, please e-mail INSTECH@houstonisd.org.

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