



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

AI Education Lead

**Class Code: 1610
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate artificial intelligence (AI) initiatives and programs within the Orange County Department of Education (OCDE) and across Orange County school districts; lead the development and implementation of AI integration strategies for both internal operations and educational settings; serve as the primary resource for AI-related guidance, training, and technical assistance; and provide assistance to higher-level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plans for OCDE's internal AI initiatives; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Lead the AI team, coordinate cross-divisional efforts to integrate AI technologies and practices throughout OCDE, and facilitate regular meetings and collaborative projects across divisions.
 3. Design and deliver professional development programs for OCDE staff to build organizational AI literacy and capability.
 4. Develop and maintain documentation to guide OCDE's AI integration efforts; establish frameworks for AI-empowered employees across various roles.
 5. Monitor and evaluate internal AI initiatives' effectiveness; prepare comprehensive reports on progress, challenges, and recommendations for senior leadership.
 7. Collaborate across OCDE divisions to ensure responsible and ethical AI implementation that is aligned with OCDE's AI ethos.
 8. Serve as the primary liaison between OCDE and local education agencies (LEAs) for AI-related initiatives and provide consultation and technical assistance to school districts implementing AI programs.
-

-
9. Design and coordinate countywide AI programs, including student initiatives, networks, and special events.
 10. Identify and address barriers to AI resources, ensuring accessible AI opportunities for all employees and underserved communities.
 11. Lead student-centered initiatives to promote AI literacy and student agency in learning; guide the integration of AI literacy within curricula to prepare students for AI-driven futures; and equip teachers with innovative tools.
 12. Coordinate with OCDE divisions and local districts to embed AI-focused learning opportunities into instructional practices.
 13. Develop dashboards and other tools to monitor AI use and program effectiveness across OCDE, providing data-driven insights for improvement.
 14. Establish and maintain collaborative relationships with educational partners, industry experts, and community stakeholders to advance AI integration in education.
 15. Lead needs assessments and gather feedback from diverse stakeholder groups to inform program development and implementation.
 16. Participate in the preparation and administration of the budget, submit budget recommendations, and monitor expenditures.
 17. Monitor trends, research, and best practices in AI and education and incorporate new developments as appropriate into programs and services.
 18. Create and maintain various content platforms to communicate AI initiatives and educate the community.
 19. Demonstrate attendance sufficient to complete the duties of the position as required.
 20. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles, practices, and applications of artificial intelligence in educational and organizational settings.
2. Modern principles and practices of program development, implementation, and administration.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Educational technology integration strategies and best practices.
5. Ethical considerations and privacy implications of AI implementation in educational settings.
6. Current trends and innovations in AI and their applications in K-12 education.
7. Methods and approaches to planning specialized educational programs and services.
8. Procedures, methods, and techniques of project and workflow management and organization.

Ability and Skill to:

-
1. Plan, organize, and manage AI programs and initiatives for both internal operations and educational settings.
 2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
 3. Design and deliver effective professional development and training programs related to AI integration.
 4. Establish and maintain effective working relationships with various constituencies.
 5. Interpret and explain laws, codes, contracts, policies, and procedures.
 6. Prepare clear and concise correspondence, reports, and other written materials.
 7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
 9. Demonstrate thought leadership and strategic thinking in applying AI technologies in educational settings.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in education, educational technology, computer science, or a related field and (5) years of experience in educational technology, including two (2) years of administrative and supervisory experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical

reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.