



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Emerging Technology &amp; Innovation</b> <b>Enterprise Services</b> <b>Information Technology</b> <b>Business Services</b>	<b>#6353</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule</b> <b>Range 1</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of the Division Director of Information Technology, the Director of Emerging Technology & Innovation leads the development, implementation, and support of artificial intelligence (AI) initiatives, leveraging new, innovative, and emerging technologies such as machine learning, data analytics, extended reality (XR), and automation to drive transformative solutions and digital advancement across the San Joaquin County Office of Education (SJCOE) and school districts. This position promotes the responsible, equitable, and innovation within K–12 education by providing professional development, policy guidance, and technical expertise, ensuring 21<sup>st</sup> Century skills such as critical thinking, creativity, collaboration, and communication are part of the framework for learning.

The Director of Emerging Technology & Innovation leads the development and delivery of training programs for educators, students, and administrators; establishes and maintains policy frameworks; and ensures compliance with ethical standards, data privacy regulations, and the strategic objectives of SJCOE. This position serves as a thought leader in emerging technologies, helping school communities understand and adopt tools safely and effectively to enhance teaching, learning, and operational efficiency.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a bachelor's degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration, or equivalent experience in management information systems. Five years of progressively responsible experience in educational technology, data systems, or artificial intelligence/machine learning applications.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Master's or doctoral degree in AI, Data Science, or Educational Technology. Experience working within a county office of education, school district, or public education agency. Familiarity with California K–12 education frameworks, including the California Education Code, FERPA, COPPA, CIPA, and PPRRA. Certification in AI, Data Governance, or Educational Technology Leadership. Experience implementing or evaluating AI-driven educational tools, platforms, and analytics systems. Demonstrated experience developing and delivering professional learning or training for educators or administrators. Knowledge of frameworks such as NIST AI Risk Management Framework.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- proper office methods and practices.
- operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows, and Windows Server operating systems; mobile computing platforms including smartphones and tablets; modern computer techniques, methodologies, principles, and practices.
- current industry trends and technological advancements within the computing field

- California K-12 specific requirements, including but not limited to California Ed Code, SOPIPA and Public Records Act; familiarity with a wide range of federal requirements, including but not limited to COPPA, CIPA, FERPA, PPRA, HIPAA.
- cybersecurity laws, regulations, policies, procedures, and standards (e.g. OWASP, SANS, CIS, NIST etc.)
- artificial intelligence concepts and applications, including machine learning, natural language processing, and generative AI., documentation concepts and clear written and oral communications.
- policies, standards, and ethics related to responsible AI use in education.
- technical systems and platforms that support AI integration in K–12 learning environments.

Ability to:

- follow manuals and read complicated instructions; understand and carry out oral and written instructions.
- use appropriate and correct English, spelling, grammar, and punctuation; perform arithmetic calculations with speed and accuracy.
- operate a variety of standard office equipment including computing devices, printers, copiers.
- work independently; communicate effectively in written and oral form.
- operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware, and software.
- flexible and receptive to change.
- establish and maintain effective working relationships with others in a large and diverse user environment.
- analyze procedures and problems, develop, and implement improvements and solutions; prepare reports; gather, analyze, and organize information.

Posses:

- leadership skills in planning, setting agendas and coordinating/conducting meetings/training.
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**DISTINGUISHING CHARACTERISTICS:**

The Director I represents Range I of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Oversee and manage budgets.
12. Prepare reports as needed for program.
13. Lead the creation and implementation of AI-related policies, ethical frameworks, and governance models.
14. Research, pilot, and evaluate AI tools and systems that support instruction, operations, and analytics.
15. Promote responsible and equitable AI practices in compliance with local, state, and federal regulations.
16. Collaborate with Information Technology, Educational Services, legal, and compliance teams to establish and maintain ethical frameworks and governance models.
17. Design, deliver, and assess AI professional learning programs for educators, students, administrators, and staff.

18. Support digital literacy and critical thinking initiatives related to AI and emerging technologies.
19. Develop and maintain documentation, resources, and reports on AI programs, projects, and policy impact.
20. Collaborate with SJCOE leadership and partners to develop AI strategy and long-term innovation plans.
21. Serve as a liaison with state agencies, higher education institutions, and technology organizations.
22. Provide technical expertise and consultative support to districts and departments adopting AI technologies.
23. Participate in grant writing, partnerships, and collaborative projects supporting AI integration.
24. Maintain current knowledge of AI trends, legislation, and educational technology standards.
25. Comply with all standards, procedures, controls, and policies as established by San Joaquin County Office of Education, participating school districts, and the Information Technology department.
26. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, and scheduled vacations or to meet installation deadlines. Requires travel within San Joaquin County and occasionally elsewhere within California.

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