



DIRECTOR OF DATA SCIENCE AND INNOVATION

DIRECTLY RESPONSIBLE TO

Superintendent or Assistant Superintendent of Educational Services (or designee)

PURPOSE OF THE POSITION

The Director of Data Science and Innovation provides visionary leadership in the development, implementation, and evaluation of using data and innovative instructional practices to support student learning and employee engagement. This position ensures the highest standards ethics, data privacy, and equity are implemented in all uses of data, including AI, to enhance student learning, support staff, and improve organizational systems, while aligning with federal, state, and local accountability requirements.

PROFESSIONAL RESPONSIBILITIES

Data and AI Leadership, Strategy, and Innovation

- Develop, implement, and continuously refine a districtwide vision and strategic plan for AI integration in operations, instructional planning, and student support systems.
- Lead the design and implementation of innovative, AI-enhanced approaches to teaching and district systems.
- Monitor emerging AI technologies and evaluate their effectiveness, scalability, and alignment with district goals.
- Establish guidelines for ethical AI use, including data privacy, bias mitigation, academic integrity, and responsible use.

Data, Accountability, and Continuous Improvement

- Design and execute evaluations of district programs and instructional interventions to measure efficacy and drive resource allocation. related to federal, state, county, and district accountability measures, including AI-supported data systems, to monitor progress and inform decision-making.
- Use data to evaluate programs, refine practices, and support continuous improvement cycles at the student, classroom, site, and district levels.
- Participate in program audits and ensure alignment with accountability systems and legal mandates.

Instructional Leadership and Program Development

- Coordinate the design, implementation, oversight, and evaluation of professional learning, curricular resources, and instructional programs, including AI-enhanced tools and methodologies.
- Serve as a resource in the identification, selection, and use of instructional materials, including AI-based platforms and digital tools.
- Collaborate with site and district leaders to support implementation of effective instructional practices and interventions for all students.
- Support development and implementation of programs that ensure full and equitable access to educational opportunities.

Professional Learning and Capacity Building

- Design and deliver professional development focused on AI integration, instructional innovation, and data-informed practices.
- Provide coaching, consultation, and modeling for staff to effectively integrate AI into instructional planning and operations.
- Build organizational capacity to adapt to emerging technologies and evolving instructional practices.

Student Support, Equity, and Access

- Ensure AI and instructional innovations promote equitable access and outcomes for all students, including English learners, foster youth, homeless/transient students, students with disabilities, and students experiencing chronic absenteeism.
- Observe, consult, and collaborate with stakeholders to support student success, including reviewing data and contributing to recommendations at all levels.
- Assist with coordination and support of individual student plans and complex student cases.

Program Coordination and Compliance

- Assist in the development, coordination, implementation, and oversight of district and grant-funded programs, including those leveraging AI and innovation.
- Remain current on laws, regulations, and best practices related to education, technology use, and student services.
- Support preparation of compliance documentation, mediation, and dispute resolution materials as needed.
- Attend and facilitate meetings including site-based meetings, district committees, and community engagement sessions.

Collaboration and Communication

- Serve as a liaison between the district, school sites, families, and community organizations regarding instructional programs and AI initiatives.
- Synthesize and communicate information related to policies, procedures, and program implementation.
- Support articulation across programs (early childhood through secondary) to ensure coherence and continuity of services.

Technology and Systems Coordination

- Partner with Information Technology to evaluate, implement, and monitor AI tools and data systems, including data visualization tools.
- Support integration of AI into student information systems, assessment platforms, and operational workflows.
- Ensure systems are used effectively to improve efficiency, communication, and student outcomes.

Leadership and Management

- Establish and monitor department and program budgets.
- Evaluate certificated and classified staff as assigned.
- Support recruitment, hiring, and retention of highly qualified staff.
- Assist with department and district initiatives as assigned.

JOB QUALIFICATIONS

Education & Experience

- Master's Degree in Data Science or Analytics (required)
- Valid California Administrative Services Credential or Certificate of Eligibility (required)
- Valid California Teaching Credential (required)
- Minimum of five (5) years successful teaching experience
- Minimum of three (3) years of site or district leadership experience (preferred)
- Experience in instructional leadership, program development, and professional learning
- Experience analyzing student data to design equitable programs and supports
- Experience with educational technology; experience with AI integration strongly preferred

Licenses & Requirements

- Valid California Driver's License and evidence of insurability
- CPR/First Aid certification
- Maintain qualification for automobile insurance coverage

WORKING CONDITIONS

Environment

- Indoor, office setting
- Driving a vehicle to conduct work
- Subject to attending evening meetings

Physical Abilities

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations
- Seeing to read and write reports
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Operate vehicle to travel independently on short notice to other district or community locations

SALARY PLACEMENT

In accordance with the Certificated Management Salary Schedule - Director I