

JOB DESCRIPTION

San Diego County Office of Education

COORDINATOR, ARTIFICIAL INTELLIGENCE

ABOUT THE POSITION:

This position exercises independent judgment in leading and coordinating a specialized countywide program requiring expertise in artificial intelligence, instructional technology, governance, stakeholder engagement, and strategic communications. Because the field of artificial intelligence is evolving rapidly, the specific applications of this role and its responsibilities will continue to change over time. Accordingly, the knowledge and abilities described in this classification represent the enduring professional competencies required for success in the position rather than a fixed inventory of tasks. Incumbents are expected to continuously update their knowledge and expertise as emerging technologies, tools, platforms, policies, and practices develop specifically related to K–12 education.

Purpose Statement:

Under the direction of an assigned administrator, the Coordinator, Artificial Intelligence (AI) leads the planning, development, coordination, and implementation of the San Diego County Office of Education's (SDCOE) countywide AI strategy and engagement initiatives, promoting the ethical, equitable, transparent, and effective adoption of artificial intelligence in K–12 education and serves as the primary liaison among SDCOE staff, school districts, charter schools, students, families, community organizations, and external partners; coordinates the SDCOE North Star AI Task Force and related working groups to advance organizational AI strategy, policy, and governance; and designs and delivers professional learning, outreach events, and communication resources that build AI literacy and trust across San Diego County.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Plans, coordinates, and evaluates a countywide stakeholder engagement program focused on the responsible adoption of artificial intelligence across SDCOE and partner districts.
- Serves as primary point of contact and coordinator for the SDCOE AI Task Force, including convening meetings, preparing agendas, documenting decisions, tracking

action items, and supporting development and revision of AI policies, guidelines, and frameworks.

- Facilitates communities of practice, advisory councils, focus groups, and listening sessions for educators, administrators, classified staff, students, families, and community members on AI-related topics.
- Coordinates internal engagement across SDCOE divisions and with district partners, including the design and delivery of AI professional learning, onboarding resources, toolkits, and workshops in collaboration with subject-matter experts.
- Leads external outreach to families, students, community-based organizations, civic groups, higher education, business partners, and labor organizations; develop culturally and linguistically responsive engagement strategies that center equity and student voice.
- Produces, edits, and publishes communications materials related to AI initiatives, including newsletters, webpages, briefings, presentations, talking points, social media content, video scripts, and media responses.
- Develops and maintains a stakeholder feedback system using surveys, interviews, and public comment mechanisms; synthesize input and translate into actionable recommendations for ITS and SDCOE leadership.
- Collaborates with Integrated Technology Services, Innovation, Communications, Equity, Student Services and Programs, Legal, and Human Resources divisions to align engagement activities with SDCOE's strategic plan, Board Goals, privacy and data protection requirements, and applicable laws and regulations.
- Monitors state, federal, and national guidance on AI in education (including U.S. Department of Education, California Department of Education, Consortium for School Networking, and accreditation bodies); briefs ITS leadership and stakeholders on emerging trends, risks, and opportunities.
- Plans and manages events (in person, hybrid, and virtual), including summits, forums, panels, and convenings; oversee logistics, vendor coordination, accessibility accommodations, and translation services.
- Develops engagement metrics, key performance indicators, and reporting dashboards; prepare written and oral reports for ITS leadership, the County Superintendent, the San Diego County Board of Education, and other audiences.
- Represents SDCOE at local, regional, state, and national meetings, conferences, and working groups related to AI in education; builds and maintains partnerships with external agencies, foundations, research institutions, and technology providers.
- Assists in the development, administration, and monitoring of program budgets, grants,

contracts, and memoranda of understanding related to AI engagement activities.

- Participates in the selection, training, assignment, evaluation, and professional development of assigned staff, consultants, and interns.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Principles, practices, and current development in artificial intelligence, and emerging educational technologies, with an emphasis on K-12 applications and their instructional, operational, and equity implications;

Principles and practices of stakeholder engagement, community organizing, public participation, deliberative dialogue, governance, committee facilitation, and policy development in public-sector or educational environments;

Ethical, legal, and policy considerations in the use of AI in public education, including student data privacy (FERPA, COPPA, California SOPIPA, AB 1584), accessibility (Section 508, WCAG), civil rights, and algorithmic bias;

Applicable federal, state, and local laws, codes, regulations, and policies relevant to the program area;

Adult learning theory and effective professional development design and delivery;

Principles of equity, diversity, inclusion, and culturally and linguistically responsive engagement practices;

Survey design, qualitative and quantitative data collection methods, data analysis and visualization techniques for program evaluation, continuous improvement, and stakeholder feedback;

Structure, organization, and operations of California public education at the state, county, district, and school levels;

Project and event management principles, including budgeting, scheduling, vendor management, and coordination.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals; Plan, coordinate, implement and evaluate complex, multi-stakeholder engagement initiatives that support AI strategy, governance and innovation across a large diverse county;

Translate technical AI concepts into clear, accessible language for non-technical audiences, families, students, and policymakers;

Facilitate meetings, working groups, and public forums involving stakeholders with diverse

perspectives and levels of expertise;
Analyze policy and research, synthesize findings, and prepare recommendations;
Apply principles of equity and inclusion in program design, outreach, and decision-making;
Organize and prioritize work, manage multiple concurrent projects, and meet deadlines under pressure;
Use professional judgment and maintain confidentiality regarding sensitive personnel, student, and policy matters;
Work independently with limited direction and contribute effectively as part of a team;
Communicate effectively orally and in writing, prepare reports, correspondence, and presentations for boards, committees, policymakers, and public audiences;
Use technology and standard productivity, data-management tools, and adapt effectively to evolving technologies and work processes;
Build and maintain effective working relationships with a wide range of diverse stakeholders.

Working Environment:

ENVIRONMENT:

Office environment; frequent travel to schools, districts, community sites, and meetings throughout San Diego County and occasionally elsewhere in California; occasional evening and weekend work for public meetings, events, and engagement activities; exposure to computer screens for extended periods.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: A bachelor's degree from an accredited college or university in education, communications, public administration, public policy, educational technology, information science, or a related field; and

Experience: Four (4) years of increasingly responsible professional experience in stakeholder engagement, communications, community outreach, educational technology, policy, or program coordination, including at least two (2) years involving educational technology, digital innovation, or AI-related initiatives. Experience in a public K through 12, county office of education, higher education, or governmental setting is highly desirable; or

Equivalency: A combination of education and/or experience equivalent to a bachelor's degree from an accredited college or university in education, communications, public administration, public policy, educational technology, information science, or a related field and four (4) years of increasingly responsible professional experience in stakeholder engagement, communications, community outreach, educational technology, policy, or program coordination, including at least two (2) years involving educational technology, digital innovation, or AI-related initiatives. Experience in a public K through 12, county office of education, higher education, or

governmental setting is highly desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Classified Management, Grade 045

Personnel Commission Approved: July 15, 2026

Revised: N/A