

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION¹

JCN: 478
RANGE: 168
EXEMPT

ARTIFICIAL INTELLIGENCE AND INNOVATION MANAGER

BASIC FUNCTION:

Under the direction of the Technology Officer, Information Systems and Technology (IS&T), develop, plan, coordinate, and oversee the strategic adoption, governance, evaluation, and implementation of artificial intelligence (AI) and emerging technologies across the Office of the Fresno County Superintendent of Schools (FCSS); lead AI innovation initiatives, develop governance frameworks, support organizational productivity efforts, coordinate professional learning, evaluate AI solutions, and ensure responsible, secure, and effective use of AI technologies in support of educational and operational goals; lead and facilitate a countywide AI and Emerging Technology Taskforce comprised of FCSS staff, department leaders, school district representatives, and external partners to establish shared priorities, identify opportunities, address emerging challenges, and advance innovation throughout Fresno County.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer the FCSS artificial intelligence and emerging technologies program; establish program goals, priorities, standards, procedures, performance measures, and implementation strategies in alignment with organizational objectives.
- Advise and support school districts, educational leaders, and district technology staff on responsible AI adoption, strategic implementation, governance, and emerging technology trends.
- Collaborate with the Director, Science, Technology, Engineering, and Mathematics (STEM) and curriculum teams to provide AI subject-matter expertise, trends, and guidelines that inform their development of AI literacy programs, curricula, and learning resources.
- Coordinate with cybersecurity, legal, records retention, and data privacy teams to establish required safeguards and ensure adopted and integrated AI technologies comply with the Family Educational Rights and Privacy Act (FERPA), California student data privacy mandates, and applicable state and federal regulations.
- Develop and maintain strategic partnerships with regional and state agencies, county offices of education, school districts, higher education, technology organizations, and other partners to advance responsible AI adoption and innovation in education.
- Develop, modify, and establish the institutional goals and priorities of the FCSS with respect to artificial intelligence and emerging technology.
- Design, implement, administer, and maintain the comprehensive FCSS AI strategic plan and technology roadmap; establish priorities, timelines, resource requirements, and measures of success; evaluate progress and adjust strategies as needed.
- Design and implement incident management procedures to mitigate critical AI risks, data leakage, algorithmic bias, model hallucinations, and digital misinformation.
- Determine the scope, terms, and service model of the AI standards, guidance, and shared services FCSS extends to school districts, educational leaders, and district technology staff.
- Formulate, recommend, implement, and maintain countywide AI policies, governance standards, ethical frameworks, acceptable-use guidelines, and systemwide review and approval processes; exercise independent judgment in interpreting and administering approved policies and standards.

¹Unrepresented

- Guide and provide advisement regarding both policy development and program administration for the FCSS and Fresno County School Districts with respect to artificial intelligence and emerging technology.
- Identify, research, and evaluate emerging technologies, generative AI platforms, and productivity tools to assess educational efficacy, operational value, bias mitigation, security, risk, and ROI; make recommendations to the Technology Officer and executive leadership regarding organizational adoption and use.
- Lead, manage, and evaluate AI-related pilot programs, proof-of-concept initiatives, vendors, from conception through rollout; develop recommendations regarding procurement, continuation, expansion, modification, or discontinuation based on performance, risk, cost, and return on investment (ROI).
- Lead the countywide AI and Emerging Technology Taskforce as the FCSS' representative to drive strategic innovation and cross-sector collaboration across Fresno County.
- Provide management-level leadership and functional direction to cross-functional project teams, consultants, and vendors; define project scope, assign responsibilities, establish schedules and deliverables, resolve implementation issues, and review work products for quality, effectiveness, and compliance.
- Monitor, interpret, and assess state, federal, and national guidance, legislation, and regulatory developments related to AI in education; brief the Technology Officer and executive leadership on emerging risks and opportunities and recommend appropriate organizational policy and operational responses.
- Plan, oversee, coordinate, and facilitate AI professional learning sessions, informational briefings, and toolkits for executive leadership, administrative staff, and county educational partners; evaluate needs and effectiveness and adjust offerings accordingly.
- Provide strategic coordination for countywide AI and emerging technology initiatives, fostering collaboration among FCSS departments, school districts, educational agencies, industry partners, and other entities to promote responsible innovation and shared learning.
- Serve as the management and cross-functional liaison for assigned AI and emerging technology programs among academic departments, technical teams, district administrators, external partner agencies, vendors, and other stakeholders; represent FCSS and the Technology Officer within delegated authority, build consensus, and drive implementation of organizational priorities.
- Stay abreast of emerging trends, advancements, and best practices in artificial intelligence, machine learning, and educational technology to proactively identify opportunities for county-wide innovation.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Represent the County Superintendent and Technology Officer with administrators, personnel, outside organizations, and the public concerning the assigned program; exercise delegated management authority and communicate organizational direction within established policies and objectives.

- Serve as a management and technical resource concerning the assigned program, function, or instructional area; provide authoritative guidance regarding program standards, priorities, procedures, and implementation.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Artificial intelligence concepts, technologies, and methodologies, including generative AI, Model Context Protocol (MCP) servers, large language models (LLMs), machine learning, natural language processing, and emerging educational technology trends.
- California student data privacy laws.
- Data privacy, cybersecurity, records retention, and information governance principles and standards.
- Educational technology systems, instructional design principles, and adult learning theories.
- Frameworks for AI ethics, algorithmic bias mitigation, intellectual property, and responsible AI governance in K-12 public education.
- Principles and practices of project management, vendor management, pilot program evaluation, and ROI measurement.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Advise and collaborate with curriculum specialists (such as STEM teams) to infuse accurate AI concepts into educational materials.
- Assess, evaluate, and advise on third-party instructional and operational AI applications and vendor solutions.
- Audit third-party AI platforms for bias, accessibility compliance, accuracy, and algorithmic safety.
- Communicate complex technical AI concepts clearly and effectively to non-technical partners.
- Establish and maintain collaborative partnerships with school districts, technology leaders, cross-departmental teams, and external agencies.
- Lead multiple concurrent technical projects, pilot initiatives, and cross-functional teams with minimal direction.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree from an accredited college or university in computer science, information systems, data science, educational technology, public administration, or a closely related field.

EXPERIENCE:

- Four (4) years of increasingly responsible professional experience in educational technology, technology project management, or systems implementation.
- Demonstrated experience leading emerging technology or artificial intelligence adoption initiatives.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 09/02/2026