

Regional Office of Education #9

Champaign & Ford Counties

Job Description

TITLE: Program Manager, AI & Innovation

DEPARTMENT: Learning Technology Center

QUALIFICATIONS:

- **Relevant Experience.** 3+ years of experience working with K–12 districts, education service agencies, or public-sector education organizations in instructional technology, professional learning, curriculum, or district-facing consulting roles.
- **AI & Instructional Expertise.** Applied understanding of generative AI and its implications for teaching, learning, assessment, and instructional design. Experience supporting educators and leaders with responsible, equitable, and effective AI use.
- **Program & Service Leadership.** Demonstrated ability to lead district-facing programs, professional learning, or consulting engagements—scoping work, managing deliverables, and translating complex topics into practical, scalable solutions.
- **Professional Learning & Facilitation.** Experience designing and facilitating workshops or learning experiences for educators, administrators, and leadership teams, including executive- or board-level audiences.
- **Grant & Partnership Experience (Preferred).** Experience contributing to grant-funded initiatives or building partnerships with districts, education organizations, or external partners.
- **Systems Thinking & Collaboration.** Ability to recognize patterns across district needs, design repeatable frameworks or services, and collaborate effectively across instructional, technology, and leadership teams.
- **Education.** Bachelor’s degree in education, instructional technology, public administration, or a related field preferred; equivalent experience considered.
- **Professional Attributes.** Strategic, solution-oriented, adaptable, and comfortable working in an evolving space.
- **Communication Skills.** Strong written and verbal communication skills, with the ability to explain complex ideas clearly to educators, district leaders, and partners.

Other qualifications as deemed necessary by the Regional Superintendent or the LTC Executive Director when necessary. Any of the above qualifications may be waived by the Regional Superintendent or the LTC Executive Director when

necessary.

REPORTS TO: Director, CS and STEM

SUPERVISES: Does not supervise any employees.

JOB GOALS: The AI & Innovation Program Manager leads the delivery, growth, and continuous improvement of district-funded AI services while serving as LTC's primary instructional AI expert. This role translates emerging AI research and instructional practice into high-impact, scalable professional learning, consulting services, and programs that meet district demand, strengthen LTC's leadership position, and support long-term financial sustainability.

PERFORMANCE RESPONSIBILITIES:

1. District AI Consulting & Strategy

- a. Advise districts on AI-informed instructional strategy, implementation sequencing, and instructional risk
- b. Develop AI implementation roadmaps (12–36 months) for instructional and operational integration
- c. Lead multi-day and complex district engagements, including curriculum integration and regional initiatives
- d. Design, launch, and evaluate AI pilot programs
- e. Review instructional AI use-cases for pedagogical quality, equity, and responsible use
- f. Assess district student AI literacy programs and recommend improvements
- g. Identify recurring district needs and translate them into repeatable, scalable service offerings

2. Professional Learning & Leadership Development

- a. Design and deliver AI professional learning for educators and administrators (onsite and virtual)
- b. Facilitate AI Administrator Academies
- c. Deliver board-level AI briefings addressing governance, ethics, risk, and return on investment
- d. Customize learning experiences based on district context, readiness, and instructional priorities
- e. Refine professional learning models to support repeat engagement and sustained district partnerships

3. AI Governance, Readiness & Implementation

- a. Conduct AI readiness assessments addressing technical capacity, staff skills, and risk posture
- b. Facilitate AI governance frameworks and policy development, including instructional guardrails
- c. Support districts in moving from exploration to adoption through structured, bundled engagements
- d. Ensure district-facing work consistently reflects principles of equity, accessibility, academic integrity, and responsible use

4. Internal Program Leadership & Partnerships

- a. Serve as LTC's primary instructional AI lead and point of accountability for AI initiatives
- b. Establish and maintain shared AI frameworks, language, and instructional guardrails across LTC
- c. Build internal staff capacity to support and extend AI services over time
- d. Ensure coherence, quality, and responsible use across all AI services and programs
- e. Design, package, and continuously improve district-facing AI services to support scalability and sustainability
- f. Identify and pursue grant and external funding opportunities aligned to district needs
- g. Lead grant development and serve as program lead on awarded grants
- h. Cultivate partnerships with education organizations, research institutions, foundations, and aligned vendors
- i. Represent LTC in statewide and national AI initiatives and consortia
- j. Coordinate with the CS and STEM team to align initiatives

5. Program Accountability

- a. Identify, track, and meet key performance indicators related to:
 - i. District service demand and delivery

- ii. Program quality and consistency
 - iii. Service scalability and sustainability
- b. Support special projects and initiatives aligned with departmental and organizational priorities

6. Other:

- a. Support and lead special projects as assigned.
- b. Perform other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Executive Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

Created: 7/1/2026