



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

AI Instructional Integration Specialist

### **Job Summary:**

The AI Instructional Integration Specialist is a dynamic leader responsible for designing, implementing, and supporting technology-enhanced learning experiences with a strong emphasis on artificial intelligence (AI) tools. This role bridges pedagogy and technology, ensuring that students and instructional staff can leverage AI responsibly and effectively to improve teaching, learning, and operational efficiency. This position ensures that AI is used as a tool to empower educators and students, fostering critical thinking, creativity, and personalized learning while maintaining human-centered teaching practices.

### **Essential Duties (May include, but not limited to):**

1. Collaborate with teachers and administrators to integrate AI tools into curriculum and instructional practices.
2. Design and deliver technology-infused, content-based lessons that incorporate AI-driven personalization and adaptive learning platforms.
3. Support blended and online learning initiatives, including AI-powered tutoring and assessment tools.
4. Plan and conduct job-embedded training sessions for educators and staff on AI literacy, ethical use, and classroom applications.
5. Develop resources and workshops to build teacher confidence in using AI for lesson planning, differentiation, and student engagement.
6. Evaluate emerging AI technologies for instructional relevance and compliance with district policies.
7. Serve as a liaison between district technology initiatives and school-based implementation, ensuring alignment with strategic goals.
8. Promote digital equity and accessibility in all AI-related implementations.
9. Monitor and assess the effectiveness of AI-enhanced instructional programs; recommend improvements based on data and feedback.
10. Ensure compliance with student data privacy laws and ethical AI guidelines.
11. Consistently models Win-Win leadership.

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## **AI Instructional Integration Specialist**

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### **Qualifications:**

Education:

Bachelor's degree in Education, Instructional Technology, or related field (Master's degree preferred).

Experience:

Minimum 3 years of classroom teaching experience. Demonstrated expertise in educational technology and AI applications. Experience with Learning Management Systems (e.g., Canvas, Google Classroom) and AI-powered tools.

Skills/Other:

Strong understanding of instructional design principles and AI integration strategies. Excellent communication, collaboration, and problem-solving skills. Ability to train and mentor adult learners effectively. Preferred familiarity with generative AI tools and adaptive learning platforms. Knowledge of ethical AI use, digital citizenship, and accessibility standards. Experience in developing technology-enhanced curriculum and personalized learning pathways.

### **Special Job Considerations:**

Certification: Not Required

Bargaining Unit: None

Salary Schedule: Specialist

Immediate Supervisor: Assistant Superintendent for Education and Learning

Supervision: None

Date: December 16, 2025

Approved: TLH:kd

Job Description: 1020