

Red Wing Public Schools Position Description

AI & Computing Education (AICE) Specialist

General Information

Department: Teaching and Learning

Unit: Licensed Staff (Teacher)

Immediate Supervisor: Superintendent

Grade Placement: Per district salary schedule

Contract Length: TOSA- Teaching Contract with up to 25 extended days during the summer

FLSA Status: Exempt

Position Summary

The AI & Computing Education (AICE) Specialist leads the districtwide design, delivery, and continuous improvement of Red Wing Public Schools' Flight Path 2030 initiative, focused on computer science, data science, and AI-integrated learning. This full-time educator teaches advanced computing courses, facilitates the AICE Hub (the district's teacher/counselor collaborative for computing education), and supports curriculum and pathway development aligned with state and national standards. The Specialist works across middle and high school levels to expand equitable access to future-ready academic and career pathways, ensure instructional coherence, and guide the responsible integration of emerging technologies into teaching and learning.

Essential Duties and Responsibilities

1. Teach advanced computing, data science, and AI-related courses (e.g., AP Computer Science Principles, Data Science Foundations, or related electives).
2. Lead the AICE Hub, facilitating collaboration among teacher teams and counselors to align computing curriculum, career advising, and postsecondary pathways.
3. Collaborate with the Winger Pathway Specialist to map new AICE academic and career pathways that connect coursework, dual-enrollment, and industry opportunities.
4. Co-develop and align curriculum with state standards and national models (CSTA, AI4K12, etc.), integrating computational thinking and data literacy across subjects.
5. Guide responsible and ethical AI use in instruction and assessment, including tool vetting, modeling, and staff support.
6. Develop and deliver professional learning for teachers to build districtwide capacity in computer science, data science, and AI integration.
7. Partner with higher education and industry to strengthen alignment between K–12 and postsecondary computing opportunities.
8. Support evaluation, reporting, and continuous improvement efforts for Flight Path 2030 goals and student outcomes.
9. Maintain awareness of emerging technologies, instructional resources, and national trends in computing education.
10. Perform other duties of a comparable level or type as assigned by the Superintendent.

Required Education, Training, and Work Experience

Bachelor's degree in Computer Science, Data Science, Educational Technology, or related field (Master's preferred).

Valid Minnesota secondary teaching license (Computer Science or related endorsement preferred).

Demonstrated teaching experience in technology, computing, or STEM fields.

Experience designing or leading curriculum and professional learning in computer science, AI, or data-driven instruction preferred.

Essential Knowledge Required to Perform the Essential Functions of the Position

- Principles and practices of computer science, data science, and AI education.
- Ethical and responsible AI use frameworks.
- State and national computing standards (e.g., CSTA, AI4K12).
- Curriculum integration, career pathways, and assessment design.
- Postsecondary and workforce alignment in computing-related fields.

Essential Skills Required to Perform the Work

- Instructional design, teaching, and facilitation skills.
- Strong collaboration and communication abilities.
- Analytical and organizational skills to manage multiple initiatives.
- Capacity to lead professional learning and curriculum development.
- Commitment to equitable access and student readiness for computing careers.

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel		X		

Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exert				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a district setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/public/student contact.

Classification History and Approval

Created: 10/2025 Emily Seefeldt, Director of Teaching & Learning

Funding Note

This position is initially funded through the Diercks Family Foundation to support Flight Path 2030. Continuation beyond the five-year grant period will be dependent on the district's operating budget and program sustainability.