

Job Description: AI Officer (Artificial Intelligence Officer)

This is the starting point for a proposed job description. Modify it to your own school's context and needs.

Location Reporting To

Position Type Salary

Role Overview:

As the AI Officer at [School Name], you will play a pivotal role in leading and guiding the responsible integration of artificial intelligence within our school community. This position requires a balance of strategic leadership, ethical oversight, and practical implementation to ensure that AI technologies support teaching, learning, and school operations while maintaining compliance with data privacy and security regulations.

This role is not about managing IT infrastructure but advising, educating, and implementing AI strategies that align with our school's mission, safeguarding student and staff data, and fostering a culture of responsible AI use.

Key Responsibilities

1. AI Strategy and Governance

- Develop and implement an AI strategy that aligns with the school's educational mission and values.
- Stay informed on global AI regulations, including GDPR, the EU AI Act, and national policies, ensuring compliance.
- Conduct AI risk assessments to evaluate tools and applications for security, fairness, and ethical implications.
- Develop and oversee AI-related policies on data privacy, security, academic integrity, and ethical AI use.
- Provide guidance to leadership on AI-related decision-making, balancing innovation with compliance.

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2. AI Tool Selection and Implementation

- Identify, assess, and recommend AI tools that enhance learning and operational efficiency.
- Audit AI tools for effectiveness, bias, and privacy compliance before adoption.
- Collaborate with IT, curriculum leaders, and teachers to integrate AI meaningfully into teaching and learning.
- 6 Ensure AI tools support, not replace, pedagogical best practices and do not compromise student data privacy.

3. Staff Training and Support

- Lead AI professional development for teachers, administrators, and support staff.
- Organize workshops, boot camps, or ongoing training on AI literacy, best practices, and classroom integration.
- Develop training resources and guidelines on ethical AI use for teaching and administration.
- Foster a culture of collaborative AI experimentation, helping educators understand AI's potential and limitations.

4. Student AI Literacy and Ethical Oversight

- Promote AI literacy among students, ensuring they understand how AI works, its ethical implications, and how to use it responsibly.
- Advocate for AI as a tool for enhancing learning rather than a shortcut for academic dishonesty.
- Work with teachers to adapt assessments that are resistant to AI misuse while leveraging AI's potential for deeper learning.

5. Data Protection and Cybersecurity Compliance

- Ensure all AI systems comply with data protection laws (GDPR, FERPA, etc.).
- Work with IT to implement robust cybersecurity practices in AI-related processes.
- Advise school leadership on risk management strategies for AI use in schools.



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6. Stakeholder Engagement and Communication

- Serve as the point of contact for AI-related queries from staff, parents, and students.
- Regularly update stakeholders on AI developments, policies, and best practices.
- Develop FAQs and communication strategies to de-escalate AI concerns and misinformation.
- Ensure transparency and foster trust in AI adoption through clear, consistent messaging.

7. Continuous Learning and AI Monitoring

- Monitor emerging AI trends, risks, and opportunities relevant to education.
- Maintain a resource hub of AI-related research, guidelines, and updates.
- Conduct periodic reviews of AI tools and policies to ensure they remain effective and ethical.
- Keep school leadership informed of the evolving AI landscape and its impact on education.

Required Skills & Qualifications

Educational Background:

Degree in Education, Technology, AI, Data, Science, Digital Learning, or a related field (or equivalent experience).

Ethical Awareness:

Strong grasp of AI ethics, bias mitigation, and regulatory compliance.

Strategic Thinking:

Experience in policy development, risk assessment, and change management

Technical Understanding:

Working knowledge of AI tools, EdTech applications, and data privacy regulations.

Communication & Training Skills:

Ability to train staff, simplify complex AI concepts, and foster AI literacy.

Collaboration & Leadership:

Ability to work across departments, engage leadership, and support school-wide AI initiatives.



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Desirable Qualifications

- Experience in teaching, instructional design, or educational leadership.
- Familiarity with AI governance frameworks (e.g., EU AI Act, UNESCO AI Guidelines, AI Bill of Rights).
- Experience conducting AI audits, risk assessments, or compliance checks.
- Certification in AI ethics, data protection, or educational technology (preferred but not required).



Why Join Us?

- Be a pioneer in AI education leadership, shaping the future of AI integration in schools.
- Work in a forward-thinking school environment that values ethical, responsible AI use.
- Gain access to cutting-edge AI tools and professional development opportunities.
- Lead a role that combines education, innovation, and ethical AI governance.



Adaptation Tips for Different School Contexts

For a Small School:

The AI Officer role may be a part-time responsibility or combined with another role (e.g., Digital Learning Lead).

For a Tech-Advanced School:

The AI Officer may focus more on innovation and advanced AI tools, helping the school maintain a competitive edge.

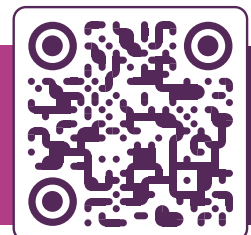
For a Large School/District:

The role may require a dedicated team or close collaboration with IT, curriculum, and leadership teams.

For a School New to AI:

The role may emphasize policy development, foundational AI literacy, and staff upskilling.

Need AI Support? FariaLearn can help. Our AI Academy provides comprehensive AI guidance through PD and a K-12 Curriculum. Connect with us at learn@faria.org to find out more.



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