

AI Task Force Setup Guide for Head Start Programs

Purpose

To develop a responsible, strategic, and equitable approach for incorporating AI tools into Head Start operations, while safeguarding children, families, staff, and program compliance.

Define the Vision & Goals

Vision Statement Example

"Use AI responsibly to enhance program efficiency, staff capacity, family engagement, and outcomes for children, while safeguarding data privacy and equity."

Core Goals

- Improve efficiency in administrative tasks (e.g., facility management, enrollment support, scheduling)
 - Support staff with better tools (training, data insights, communication)
 - Strengthen ERSEA, PFCE, Health & Safety, governance, and family experience
 - Ensure ethical use & data privacy
 - Reduce staff burnout and operational burden
 - Prepare for future Office of Head Start guidance on AI
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Establish Task Force Structure

Key Documents

- Charter/mission statement
- Confidentiality agreement
- Data privacy and ethical AI guidelines
- Meeting schedule and reporting structure

Meeting Frequency

- 1x per month during launch (first 6 months)
- Quarterly thereafter

Determine Task Force Membership

Core Roles

ROLE	RESPONSIBILITY
EXECUTIVE DIRECTOR / PROGRAM DIRECTOR	Vision alignment, approvals, oversight
FAMILY SERVICES MANAGER	Family-facing AI tools, PFCE impact
EDUCATION LEADER	AI in teaching/learning support (not replacing, enhancing)
HEALTH & SAFETY	Documentation & compliance
IT / DATA SYSTEMS STAFF	Data security & tech support
HR / TRAINING COORDINATOR	Staff training & policies
POLICY COUNCIL REPRESENTATIVE	Parent voice & ethical review
BOARD MEMBER (OPTIONAL)	Governance alignment
AI OR DIGITAL CONSULTANT	Strategy and support

Tip: Include multiple voices—parents, classroom staff, family advocates, management.

Guiding Principles for AI in Head Start

PRINCIPLE	WHAT IT MEANS
CHILD SAFETY & PRIVACY FIRST	No personal child data in AI tools without secure systems
TRANSPARENCY	Staff & parents must understand AI tool use
SECURITY	Strict data protection & access protocols
COMPLIANCE	HSPPS, FERPA, COPPA, HIPAA awareness
HUMAN-CENTERED	AI enhances—not replaces—human interaction

Include ethical review for every AI use case.

Identify AI Use Cases

Immediate Low-Risk Examples

- ✓ Policy & procedure drafting assistance
- ✓ Staff training support
- ✓ Meeting minutes and agenda creation
- ✓ Family communication drafts
- ✓ Forms generation
- ✓ Data trend summaries
- ✓ Grant writing support
- ✓ Professional development

Higher-Risk Activities — Needs Review

- ⚠ Predictive services for eligibility
- ⚠ AI child assessment or screening
- ⚠ Automated family case management

Rule: Humans approve all final decisions—AI does not determine eligibility, enrollment, or services.

Develop AI Policies & Procedures

Policy Must Cover:

- Acceptable uses
- Protected data rules
- Prohibited uses
- Training & accountability
- Misuse reporting procedures
- Vendor privacy and compliance standards
- Parent communication and transparency plan

Example Policy Language

Staff may use approved AI tools to support operations. Staff must ensure personally identifiable information (PII) is not entered into public AI systems unless authorized and secured.

Launch Training & Capacity Building

Who Gets Trained?

- All staff
- Governing Body
- Policy Council

Training Content

- Ethical and responsible AI
- Protecting PII and family data
- Recognizing bias
- AI awareness for family services, ERSEA, health, education, facilities
- Practical tool demonstrations

Communicate with Families & Community

Create a parent-friendly statement:

We are exploring AI tools responsibly to improve staff support, family services, and program quality. Children's data and privacy are always protected, and all decisions remain human-guided.

Offer a FAQ for parents.