

CAITLIN CLOYD, M. ED.

AI Enablement & Adoption Leader

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PROFESSIONAL SUMMARY

AI enablement and organizational learning leader with 12+ years of experience helping people adopt emerging technologies through scalable learning programs, practical workflows, executive engagement, and change leadership. Led enterprise learning initiatives serving 7,000+ employees and delivered AI-focused professional learning to educators, administrators, and executive leaders nationwide. Hands-on experience with custom GPTs, ChatGPT, Claude, Gemini, Microsoft Copilot, Power BI, Google Workspace, Microsoft 365, websites, learning management systems, and AI-supported workflow design. Known for translating complex technologies into accessible use cases, trusted resources, and measurable improvements in confidence, adoption, and performance.

CORE EXPERTISE

AI Enablement Strategy | Generative AI Adoption | Custom GPT Development | Prompt Engineering | AI Literacy | Responsible AI | Change Management | Use-Case Discovery | Workflow Improvement | Executive Facilitation | AI Workshops and Demonstrations | Adoption Analytics | Power BI | Learning Communities | Tool Evaluation | Stakeholder Management | Program Management | Learning Experience Design | ChatGPT | Custom GPTs | Claude | Gemini | Microsoft Copilot | Website Development | Virtual Learning Platforms | Digital Collaboration Tools | Data and Reporting Tools

PROFESSIONAL EXPERIENCE

Leadership Development Coordinator

Houston ISD

January 2026 - Present

- ⇒ Direct leadership development programs for principal apprentices and teacher leaders, translating district priorities and leadership competencies into structured, cohort-based learning experiences.
- ⇒ Coordinate programming for 25 principal apprentices and 100+ teacher leaders representing more than 100 schools across a district of 270+ campuses.
- ⇒ Manage the full program lifecycle, including needs assessment, curriculum planning, communications, scheduling, facilitation, stakeholder coordination, implementation, and evaluation.
- ⇒ Partner with executive leaders, campus administrators, and cross-functional departments to align learning programs with organizational priorities and strengthen leadership capacity.
- ⇒ Analyze engagement, performance, and participant-feedback data to identify trends, refine learning experiences, and recommend targeted support.
- ⇒ Build scalable communication systems, operational workflows, and program resources that improve clarity, accountability, consistency, and participant experience.

Professional AI Learning Facilitator

MagicSchool AI

March 2025 - Present

- ⇒ Design and deliver customized AI professional learning for educators, administrators, and executive leaders nationwide through virtual and in-person workshops, demonstrations, and implementation sessions.
- ⇒ Teach practical applications of generative AI, prompt engineering, custom AI tools, responsible use, workflow improvement, and organizational adoption.
- ⇒ Partner with account executives, customer success managers, district leaders, and instructional teams to align learning experiences with organizational goals, implementation milestones, and audience readiness.
- ⇒ Translate complex AI capabilities into accessible use cases, repeatable prompt patterns, and practical workflows for

participants with varied levels of technical confidence.

- ⇒ Facilitate conversations with education and executive teams about selecting learning-focused AI tools, evaluating organizational needs, and designing responsible implementation strategies.
- ⇒ Gather partner feedback and adoption insights to improve content, resources, and professional learning strategy; programs earned 4.8/5 participant satisfaction and supported reported time savings of 4–6 hours per week.

Digital Learning Specialist/AI Implementation Lead

Klein ISD

2017 - 2020 / 2024 - 2026

- ⇒ Led AI enablement, digital transformation, LMS adoption, and technology implementation initiatives through hands-on training, coaching, resource development, and ongoing change support.
- ⇒ Designed and facilitated AI workshops and technical learning for 300+ users, building confidence with generative AI, prompt engineering, responsible-use practices, and practical workplace applications.
- ⇒ Built custom GPTs, websites, digital resources, dashboards, and implementation tools to support learning, communication, decision-making, and employee performance.
- ⇒ Provided independent consultation to educators, administrators, and leadership teams on selecting, evaluating, and applying AI and digital learning tools.
- ⇒ Tested emerging platforms and features across ChatGPT, Claude, Gemini, Copilot, Google Workspace, Microsoft tools, and other learning technologies; synthesized feedback and recommended improvements.
- ⇒ Created onboarding modules, toolkits, prompt libraries, templates, quick-reference guides, asynchronous learning, and performance-support resources that enabled scalable adoption.
- ⇒ Tracked participation, feedback, confidence, and adoption trends and translated findings into clear recommendations for leaders and cross-functional teams.

Professional Learning & Development Coordinator

Klein ISD

June 2021 - May 2024

- ⇒ Designed and led districtwide professional learning programs serving more than 7,000 employees, including leadership academies, onboarding, mentoring, and instructional improvement initiatives.
- ⇒ Developed facilitator guides, learning protocols, implementation tools, and resource libraries that enabled consistent delivery and scalable program growth.
- ⇒ Partnered with curriculum, HR, technology, and executive leadership teams to design learning experiences aligned to strategic organizational priorities.
- ⇒ Introduced and led district AI learning initiatives by designing practical learning pathways that helped educators confidently adopt emerging technologies.

EDUCATION

- ✓ Master of Education in Education Leadership & Technology - *Lamar University, TX*
- ✓ Bachelor of Science in Psychology, Minor in English - *University of Houston-Victoria, TX*