

Implementation Checklist – School Leadership

	To Do	Things to Consider
<input type="checkbox"/>	Evaluate district’s/schools’ current learning goals and objectives. Where can the use of AI augment them?	<ul style="list-style-type: none"> • Clearly define your vision of learning and how educational technology (broadly) and AI (specifically) might align to that vision. • Review areas of specific need that can be targeted (learning loss, student engagement, etc.). • Reference the “Student Grade Bands” and “AI for Accessibility” sections of this guide. • Focus on inclusion and equity for all students. If implemented correctly, AI has the potential to address inequities. Without this focus, it can intensify existing inequities and make school more difficult for already marginalized students. • Organize a team to lead the development of AI policy to include a variety of roles, perspectives, and experiences (including teaching staff, IT staff, media specialists, and librarians). • Develop specific accountability measures to ensure the technology is implemented appropriately. • It may be helpful to start with a single school or grade level/band before a districtwide roll-out.
<input type="checkbox"/>	Evaluate district’s current policies. Do they cover AI or will they need to be updated?	<ul style="list-style-type: none"> • Look at data privacy and data usage policies. Do they cover situations that arise with the usage of AI? • Help educators determine when, where, and how AI tools can be used on assignments.
<input type="checkbox"/>	Evaluate how AI can assist administrative staff with routine tasks.	<ul style="list-style-type: none"> • Organize a team to lead the development of AI policy to include a variety of roles, perspectives, and experiences (including teaching staff, IT staff, media specialists, and librarians).

		<ul style="list-style-type: none"> • Review areas where AI excels (more mundane, repeatable types of tasks). • Identify an implementation plan (you don't have to convert all tasks to AI, you can designate a few tasks, evaluate success, and expand to other tasks as needed).
<input type="checkbox"/>	Evaluate budgetary needs.	<ul style="list-style-type: none"> • What is the cost of implementing AI (look at initial cost and ongoing support cost)? • Look at staff support time (will these additional tools increase the need for technology support?).
<input type="checkbox"/>	Evaluate professional development needs.	<ul style="list-style-type: none"> • Will district administrative staff need additional professional development? • Will classroom staff need additional professional development? • Will IT staff, media specialists, and librarians need additional professional development? • Is professional development included with the purchase of the tool? • Are there state or local entities that can provide adequate professional development?
<input type="checkbox"/>	Evaluate AI integration.	<ul style="list-style-type: none"> • Seek feedback from school staff. • Seek feedback from parents and students. • Review learning goals and objectives. Were they met or was improvement made with the introduction of AI?