

1 Leadership | Part 1



AI Strategy for School Leadership

Part 1 | AI Strategy & School Readiness

Date | Time | Location

Overall Objectives

By the end of the day, participants will:

- Establish a **shared foundation** for the school's AI strategy
- Identify **key risks** associated with AI use across the school community and explore practical mitigation approaches
- Examine how AI can meaningfully **support staff in their professional roles**
- **Build foundational understanding** to inform the development of an AI policy and/or strategic AI plan

Intended Audience: Leadership Team and/or AI Strategy Team

8:30 - 8:45 AM	Welcome & Orientation ● Introductions ● Overview of the day's agenda ● Clarify goals, outcomes, and success metrics
8:45 - 10:00 AM	Building Shared Context ● Develop a common understanding of AI trends, opportunities, and risks in education ● Explore the key trends in AI and Education and reflect on your school's current landscape ● Examine the 6 critical risks of AI within your school context
10:00 - 11:30 AM	Strategic Readiness & Systems ● Assess your school's current readiness using Eblana's 6P's Framework and identify structural and policy needs ● Gather and review existing policies, identifying potential gaps or updates

	Clarify current roles, responsibilities, and areas of need
11:30 - 12:30 PM	Lunch Break*
12:30 - 1:30 PM	AI Tools for School Leaders - Connect leadership challenges to practical AI-enabled solutions - Introduction to SAMR framework for evaluating education technology use - Explore where AI tools may provide support based on your own role
1:30 - 2:15 PM	AI Processes & Pedagogy - Discuss how AI currently fits into instructional practice and operational workflows - Begin to reflect on AI integration within curriculum, teaching, and learning practices
2:15 - 3:00 PM	Protections & Safeguarding - Review insights from the day with a lens of safe, ethical, and responsible AI use - Identify key risks within your school and consider next steps to enhance protections and safeguarding
3:00 - 3:30 PM	Planning & Next Steps - Review the AI Readiness Checklist and identify priority areas of focus - Outline next steps for moving the process forward

Explore additional professional learning topics and pathways [here](#).

*Lunch is not included as part of the onsite day

Leadership | Part 2



AI Strategy for School Leadership

Part 2 | Crafting an AI Policy & Strategic Plan

Date | Time | Location

Overall Objectives

By the end of the day, participants will:

- Establish a shared understanding of the **purpose**, **scope**, and **principles** guiding the school's **AI policy**
- **Draft & evaluate a practical AI policy** aligned to the school's values and context
- Identify and address **key risks** associated with AI use through clear safeguards and mitigation strategies
- Outline **next steps** to guide responsible AI implementation and ongoing development across the school

Prerequisite Context

- Completion of **Leadership Day 1 | AI Strategy & School Readiness**
- Drafted **AI Strategic Plan Outline**
- Completed **AI School Readiness & Policy Review Checklist**

Intended Audience: Leadership Team and/or AI Strategy Team

8:30 - 8:45 AM	Welcome & Framing the Day ● Introductions ● Overview of the day's agenda ● Clarify goals, outcomes, and success metrics
8:45 - 10:00 AM	Foundations of an Effective AI Policy ● Review Eblana's 6Ps as a framework for policy development ● Establish shared understanding of what the AI policy should do and why

	- Review examples of AI policy components (acceptable use, transparency, data privacy, equity, academic integrity) Framing the Policy - Discuss alignment to school mission, values, and community context - Identify the key components for your school's AI vision
10:00 - 10:30 AM	Audit Practices & Policies - Discuss current informal and formal AI practices across the school - Review existing policies and identify gaps and ensure current policies adequately address AI-specific issues - Make note of potential integrations and updates
10:30 - 11:00 AM	Risks, Safeguards, & Responsible Use - Revisit the 6 Key Risks - Identify safeguards and mitigation strategies for each risk - Discuss roles, responsibilities, and accountability structures
11:00- 12:00 PM	Drafting & Updating the Policy - Collaboratively outline a practical, usable AI policy - Review AI policy structure and drafting rubric - Draft policy sections or review already existing policies in collaborative working groups
12:00 - 1:00 PM	Lunch*
1:00 - 2:15 PM	Policy Review & Refinement - Evaluate and strengthen the draft policy - Peer review using the AI Policy Rubric - Identify gaps, ambiguities, and areas for revision
2:15 - 3:15 PM	Strategic AI Roadmap - Move from policy to strategic implementation - Use the an AI implementation framework to outline next steps and clarify roles and responsibilities
3:15 - 3:30 PM	Wrap up & Next Steps

**Lunch is not included as part of the onsite day*

1 Teacher | Option 1

AI for Educators

Option 1 | Getting Teachers Started with AI Tools

Date | Time | Location

Ideal for beginners, this pathway builds a foundation in AI literacy and application in classrooms. Teachers will spend the bulk of the day mastering frameworks to select pedagogically sound tools, followed by a workshop prototyping a custom research tool. The session concludes with a brief focus on data privacy and sustainability, ensuring educators leave with both practical building skills and a responsible mindset.

Overall Objectives

By the end of the day, participants will:

- Demonstrate **technological knowledge of AI** and reflect on new understandings of Technological Pedagogical Content Knowledge (TPACK) as it relates to AI integration.
- **Demonstrate AI literacy** by explaining the basic mechanics of Large Language Models (LLMs) and identifying their capabilities and limitations, including hallucinations and bias.
- Apply specific **prompt engineering frameworks** to generate high-quality educational results.
- Evaluate and select AI tools by implementing **SAMR** and **PILLAR** frameworks.
- Create and prototype a simple **custom research tool**.
- **Practice conscious consumption** by making sustainable, energy-conscious decisions about when to use and not to use AI.

Prerequisite Context

- **School/District AI Policy**, reviewed using  **AI Policy Review Checklist.pdf**
- **AI Strategic Plan** from AI Leadership Sessions

Agenda

8:00 - 8:30	Introductions - Review agenda for the day - Introduce goals and success metrics for the day - Activate prior knowledge and set intentions with TPACK Introduction Discussion
8:30 - 9:00	Building AI Literacy - Examine the mechanics of Generative AI to understand the differences between prediction and understanding - Analyze the fear vs. hype cycle and locate position along the adoption curve - Self-assess AI sensitivity and the <i>Uncanny Valley</i> with the Real or AI? Quiz
9:00 - 9:30 am	Prompt Engineering Mastery - Deconstruct the Anatomy of a Prompt: Context, Instruction, Specificity - Apply the <i>Role-Context-Task</i> method and <i>Chain of Thought</i> prompting to break down complex tasks - Refine prompt drafts in small groups
9:30 - 11:30 am	The Right Tool for the Right Job - Evaluate educational technology tool application using the SAMR framework - Select appropriate AI tools for specific teaching tasks using the PILLAR matrix - Practice applying SAMR framework by experimenting with tools in PILLAR Tool Carousel Jigsaw
11:30 - 12:00 pm	Fine-Tuning & Custom Tools - Distinguish the functional differences between standard chats, "Projects" and "Custom GPTs" - Define appropriate use cases where a fine-tuned model offers greater efficiency than standard prompting
12:00 - 1:00 pm	Lunch Break*

1:00 - 1:45	Creating & Using Custom Tools ● Prototype a simple AI for Educators Key Resources Custom Research Tool
1:45 - 2:15pm	Safeguarding ● Define the expanded scope of safeguarding, now including online safety, data privacy, and mental wellbeing ● Identify the specific, high-stakes risks that AI facilitates ● Review the new state of Data Privacy and the right to opt out ● Update incident response policies for incidents involving AI
2:15 - 2:45 pm	Conscious Consumption and Environmental Impact ● Calculate the hidden costs of generative text, images, etc., and the water/energy costs of data centers ● Utilize the <i>Deliberation Station</i> resources to make ethical, energy-conscious decisions about when not to deploy AI tools
2:45 - 3:00 pm	Wrap Up and Next Steps ● Reflect on learning and integrations with prior knowledge through a TPACK Reflection discussion

Explore additional professional learning topics and pathways [here](#).

*Lunch is not included as part of the onsite day

2 Teacher | Option 2

AI for Educators

Option 2 | Rethinking Instruction with Teachers and AI Tools

Date | Time | Location

Designed for experienced users, this pathway addresses the complex pedagogical shifts required by AI. While tool evaluation is included, the heart of the day is an extensive exploration of academic integrity and assessment redesign. The session ends with a brief look at safeguarding and environmental costs, providing a robust toolkit for sophisticated AI integration into teaching and learning.

Overall Objectives

By the end of the day, participants will:

- Demonstrate **technological knowledge of AI** and reflect on new understandings of Technological Pedagogical Content Knowledge (TPACK) as it relates to AI integration.
- Evaluate and select AI tools by implementing **SAMR** and **PILLAR** frameworks.
- Apply the frameworks and strategies to **maintain academic integrity** and **student safety**.
- **Practice conscious consumption** by making sustainable, energy-conscious decisions about when to use and not to use AI.

Prerequisite Context

- **School/District AI Policy**, reviewed using  **AI Policy Review Checklist.pdf**
- **Strategic Plan** from Leadership sessions

Agenda

8:00 - 8:30	Introductions - Review agenda for the day - Introduce goals and success metrics for the day - Activate prior knowledge and set intentions with TPACK Introduction Discussion
9:30 - 11:00 am	The Right Tool for the Right Job - Evaluate educational technology tool application using the SAMR framework - Select appropriate AI tools for specific teaching tasks using the PILLAR matrix - Practice applying SAMR framework by experimenting with tools in PILLAR Tool Carousel Jigsaw
11:00 - 12:00 pm	Academic Integrity - Analyze the evolving landscape of speed, scale, and availability of AI-enabled academic misconduct - Critique the reliability of AI detection tools, identifying the risks of false positives and biases against certain groups of learners - Evaluate the implications of the “Homework Apocalypse” on unsupervised learning tasks - Design mitigation strategies that prioritize Process Over Product to verify authentic student effort
12:00 - 1:00 pm	Lunch Break*
1:00 - 2:15 pm	Assessment - Apply Bloom’s Revised Taxonomy and Webb’s Depth of Knowledge to construct AI Resistant prompts that demand higher-order thinking beyond simple recall - Develop multimodal, oral, and project-based assessments that are inherently resistant to AI generation - Create personalized and current-context tasks that require students to connect learning to unique, recent classroom experiences

	Implement the AI Assessment Scale to categorize specific tasks along a continuum from AI-Resistant to AI-Enhanced
2:15 - 2:30pm	Safeguarding - Define the expanded scope of safeguarding, now including online safety, data privacy, and mental wellbeing - Identify the specific, high-stakes risks that AI facilitates - Review the new state of Data Privacy and the right to opt out - Update incident response policies for incidents involving AI
2:30 - 2:45 pm	Conscious Consumption and Environmental Impact - Calculate the hidden costs of generative text, images, etc., and the water/energy costs of data centers - Utilize the <i>Deliberation Station</i> resources to make ethical, energy-conscious decisions about when not to deploy AI tools
2:45 - 3:00 pm	Wrap Up and Next Steps Reflect on learning and integrations with prior knowledge through a TPACK Reflection discussion

Explore additional professional learning topics and pathways [here](#).

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