Checklist for Sparking Organizational Learning (AI Roadmap)

Awareness

☐ We can clearly explain why AI matters for student learning and future readiness
☐ Leaders understand where AI is already being used across instruction, operations, and community engagement
☐ Key audiences such as board, staff, and families are identified along with one planned visibility moment

Desire

☐ Leaders are modeling curiosity and reflective use of AI
☐ A dedicated space for staff learning is created or repurposed
☐ There is shared motivation to build an AI policy based on learning, not fear or compliance

Knowledge

☐ We have a simple way to capture what we learn from pilots, reflections, and use-cases
☐ Staff have access to examples of instructional, operational, and support-focused AI use
☐ Current AI usage is mapped across these system areas:
- Curriculum and Instruction: who uses AI, for what, and how often
- Student Support: tutoring, accommodations, language support, enrichment
- Staff Capacity: training, confidence, skill gaps
- Parents and Community: awareness, concerns, communication channels
- Operations: scheduling, transportation, facilities, food services, communications, procurement
- Finance: forecasting, compliance, cost savings, workflow efficiency
- Marketing and Recruitment: outreach, materials, campaigns
- HR and Talent: hiring, onboarding, retention, performance support
- Data and IT: tools in SIS/LMS, privacy and security gaps, cross-district data insights

Ability

☐ One low-risk pilot is selected with a clear learning goal and success indicators
☐ Staff involved in the pilot have the support, training, and protected time they need
☐ There is a plan for reviewing outcomes and sharing lessons across teams

Reinforcement

☐ Insights from pilots and system mapping feed directly into an emerging AI policy
☐ A process exists to share wins, challenges, and next steps with leadership, staff, and families
☐ Regular moments are scheduled to revisit progress and refine expectations as AI evolves