Female School Administrators use of AI

PROBLEM OF PRACTICE

How can School Leaders/Administrators use AI to make work more efficient and impactful?
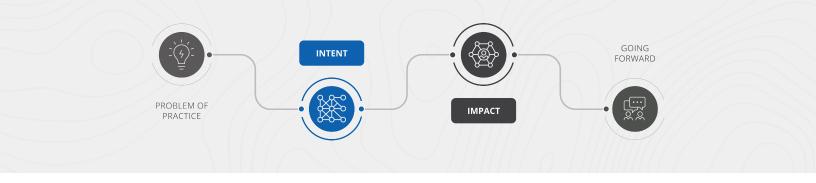

tdsb
Toronto District School Board

District:	**Toronto District School Board**
Province:	Ontario
Date:	October 2024
Leads:	Annie Slater
	Hager Awara
	Rebecca Chahine
	Artemis Manoukas
	Sherene Sahib
	Urmilla Sawh
	Simone Stewart

PROBLEM OF
PRACTICE

INTENT

IMPACT

GOING
FORWARD

Intent

The intent of our problem of practice is to effectively integrate AI into school workflows, improving data-driven instructional practices and streamlining administrative tasks. By tailoring AI solutions to individual needs, we aim to enhance communication, support teachers, and prioritize the unique needs of students for better outcomes.

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Impact

AI is significantly contributing to our use case by enhancing decision-making, communication, and data support. During recent meetings, we've seen AI tools like ChatGPT, Co-Pilot and Gemini streamline administrative tasks and create engaging professional development sessions for teachers. The integration of AI has enabled us to support categorizing tasks, improve feedback for lesson planning, and align instructional practices with the school's vision .

Our Generative AI use (Gen AI) plays a crucial role in supporting teachers by providing personalized feedback on lesson plans, ensuring that their instructional strategies align with school goals. This tailored feedback helps teachers refine their approaches, resulting in improved lesson quality and more effective teaching. Additionally, Gen AI chatbots assist with administrative tasks, such as generating letters and surveys, which saves time and maintains consistency.

Furthermore, AI is helping us analyze data, such as School Improvement Plans, without compromising student privacy, thus improving data-driven instructional practices. We're also exploring how AI can transform education by integrating it into curriculum planning, teacher support, and leadership development. This tailored use of AI allows us to prioritize student needs, enhance teacher workflows, and drive more effective outcomes.

Professional Learning insights

Having a Learning Coach has been exceptionally effective in our AI case project, assisting school administrators in problem-solving how AI can help manage their workload and enhance efficiency. She has demonstrated numerous strategies and tips to empower our teachers, showing them how to use AI to streamline their tasks and differentiate instruction for diverse learners. Her expertise has kept us on track, accommodating our busy schedules and individual cases, while helping us personalize our specific action plans for utilizing AI and discovering new applications.

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Going Forward

The school administrators' engagement with AI tools has yielded several promising results, enhancing their workflows through task-specific tools and collaborative support. For creative and administrative tasks like image design and form completion, AI proved beneficial, allowing team members to streamline their workload effectively.

The collaborative structure of the case study encouraged the exchange of ideas, as seen in the discussions around tools such as ChatGPT, Co-Pilot, and productivity prompts, which enabled members to prioritize tasks and share best practices. This openness fostered a supportive environment, enhancing both individual and team efficiency.

However, the AI tools presented certain limitations, particularly in generating precise, educational visuals such as a traffic light exit ticket for a math lesson. Occasional spelling errors and inconsistencies in specific image generation also pointed to areas where AI could improve in accuracy and contextual understanding.

To scale and improve AI learning, offering a broader suite of AI functionalities—such as image customization and enhanced text-processing accuracy—would be beneficial. Additionally, expanding access to full-featured productivity tools, alongside dedicated training, could further enhance the team's ability to leverage AI effectively.

By continuing to integrate AI with collaborative tools, the team could develop a sustainable framework for using AI across diverse educational contexts, improving both workflow efficiency and the quality of educational resources.

Project Resources:
• **Using AI as an Administrator**
• **Using AI as an Elementary School Administrator**
• **Translation with ChatGPT**

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