

Strategic AI Integration: A Pre-Work Checklist for Educators

Artificial Intelligence (AI) offers significant potential to enhance education. While AI can personalize learning and support teaching, it is intended to **support, not replace, educators**. To use AI effectively and responsibly, **thoughtful pre-work is essential**. This one-pager introduces a **pre-work checklist** for educators, based on the [LDOE AI Guidance](#), to ensure the **strategic and responsible integration** of AI in alignment with educational goals and maintaining the integrity of High Quality Instructional Materials (HQIM). Prioritizing **intellectual preparation before tool utilization** is key to strategically leveraging these resources to enhance student outcomes.

Define the Purpose and Identify Your Need

Before using any AI tool, clearly define what you hope to accomplish and what specific need you are trying to address. **You need to show up to AI with a specific need, not the other way around**. The following steps will facilitate the process of identifying that need.

✓ Review and Understand Your Existing High-Quality Instructional Materials (HQIM)

After internalizing the structure and content within your curriculum, identify how AI can support the implementation of the curriculum. **Educators should preserve the integrity of their high-quality instructional materials (HQIM)**.

✓ Know Your Students and Learning Goals

Engage in the intellectual preparation necessary to understand your students' unique needs and your specific learning objectives before using AI. This includes tasks like reviewing student work, unit unpacking, and identifying key content.

✓ Engage in Lesson Internalization Before Using AI

Take a few moments to think through your goals and content before using AI. Simply dropping information in without lesson internalization might lead to results that miss the mark.

✓ Consider Ethical Implications and Safety

Be mindful of data privacy, security, and potential biases in AI algorithms and generated content. Understand relevant laws and policies. Ensure you have necessary data-sharing agreements and parental consent when required.

✓ Plan Your Prompts Strategically

Understand that effective use of AI involves crafting specific and detailed prompts. Consider using frameworks like [C.R.E.A.T.E.](#) to structure your requests to the AI.

✓ Remember AI is a Support Tool, Not a Replacement

Recognize that **AI is most effective as a supportive tool that empowers educators rather than serving as a replacement for their expertise.** Human judgment is essential to ensure the accuracy, bias, and appropriateness of AI-generated content.

✓ Plan for Human Oversight and Review

Always review AI-generated content for accuracy and appropriateness before using it with students. **AI use must include humans in the loop to ensure accuracy and appropriateness.**

✓ Align AI Use with Educational Goals and Priorities

Ensure that integrating AI technologies aligns with the educational goals and priorities of your school or school system. AI should enhance students' learning experiences.

✓ Review and Reflection

Review student work and reflect on whether the time spent using AI positively impacted student outcomes.

This pre-work helps ensure that AI is used thoughtfully, ethically, and effectively to enhance teaching and learning in your classroom.