

AI Uses

Every Superintendent
Needs to Know

Chelan 2025

Entrance Task

1. Think of one thing you'd like generative AI to do for you.
2. Write it on a sticky note.
3. Attach your sticky note to the chart paper that best fits the type of assistance you're seeking:

Intern

"Do something for me."

Thought Partner

"What do you think we should do?"

Coach/Critic

"I've done something. What do you think is missing?"

Teacher

"Teach me how to do something."



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The



of AI

A

**JUDGEMENT
FREE ZONE**

I chose this session because...

1. I haven't used generative AI yet and want to get started.
2. I occasionally use generative AI but I need to learn ways that are useful enough to cause me to change my habits and fully incorporate it into my work.
3. I use generative AI all the time and am eager to learn more ways to increase my leadership efficiency and effectiveness.



Success Criteria

At the conclusion of this session, you should have...

1. Expanded awareness of ways AI can support your work.
2. Determined the next steps of your AI journey.

BONUS: Excitement to teach someone one thing you've learned.



Our Beliefs

Everyone's a Learner
Everyone's a Teacher

**We need to
lead by
example**

**AI will
revolutionize
education**



Interactive Agenda

[Resources](#)

Safety Musts for Using AI Tools

- Protect Privacy
- Check for Bias and Accuracy
- Always Review and Revise AI Outputs
- Choose the right tool for the job
 - Consider the data sets, tasks and asks
 - Think about the data security levels (i.e. FERPA & EDP)
- Consider Limitations & Rapid Change of Emerging Technologies



Level

General Prompting & System
Setup

01

Efficiency Uses

- Letter of Recommendation
- Summarizing Information
- Correspondence
- Editing
- AI Paralegal
- Weekly Board Communication
- Think about a 5:00 moment





Prompting Matters...for now.

OK	Better	Best
Write a vague prompt with little direction.	Add role, context, and goal.	Include role, context, task, audience, constraints, and desired format.
"Help me with AI implementation in schools."	"Give guidance to a public school superintendent on using and implementing AI in public education."	"Act as an experienced Washington State Superintendent who is developing a district-wide AI implementation framework. Provide a step-by-step plan for safely integrating AI tools into teaching and learning, addressing data privacy, equity, transparency, staff training, and stakeholder communication."

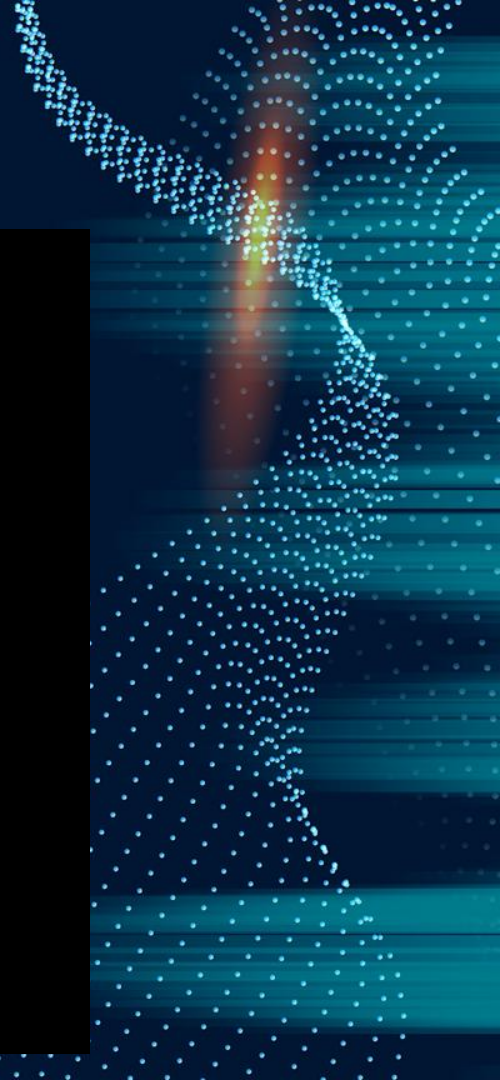
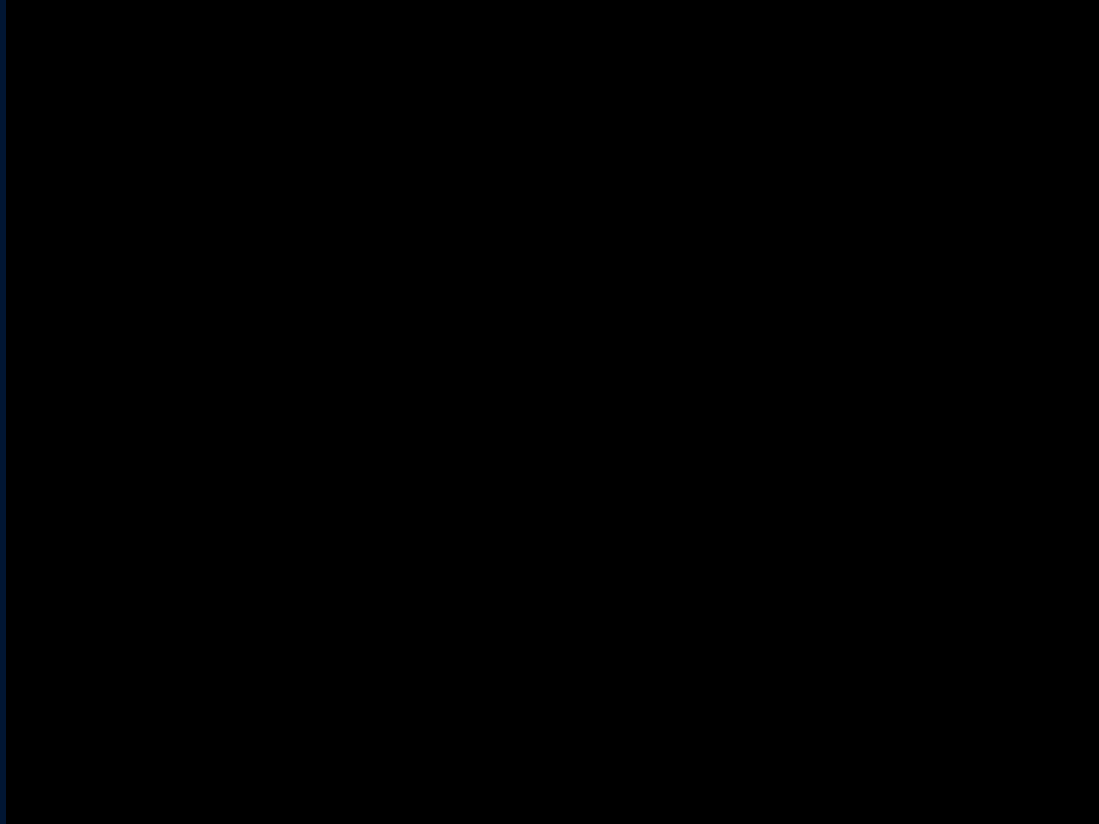
Using AI as a Thought Partner or Coach

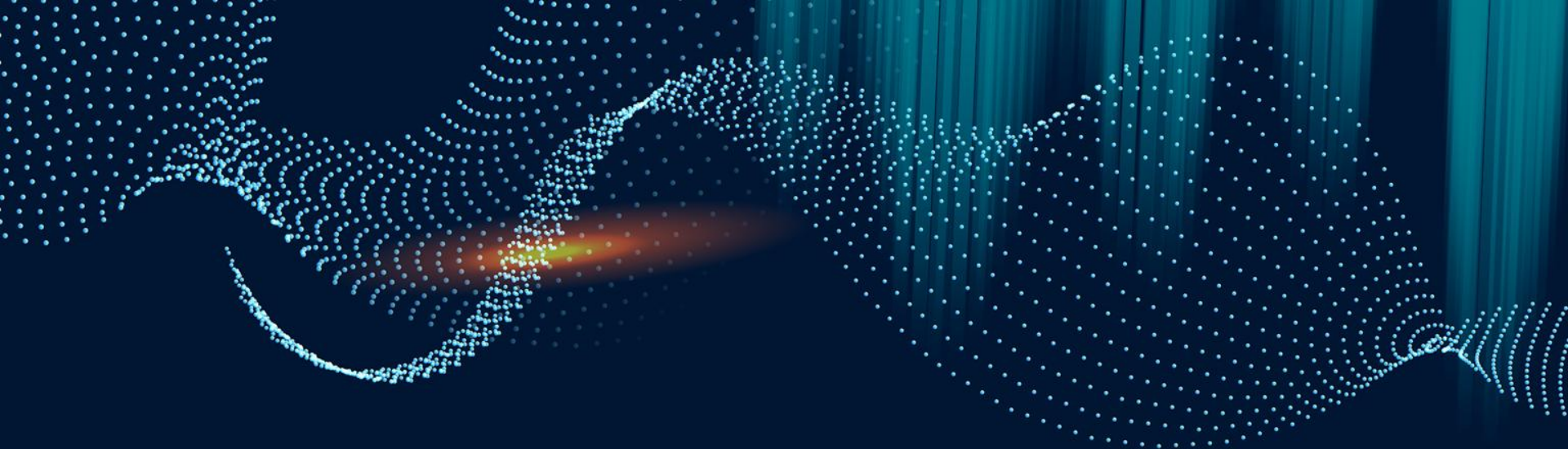
- Talk with the LLM about a challenge you're wrestling with.
- Role playing to prepare for a difficult or important conversation.



Verbally Processing with AI

Faustian Bargain
Conversation (5min)





Level

Complex Prompting & Using
Task-Specific GPTs

02

Task Specific GPTS

- Excel
- Graphics, Flow Charts, Rubrics
- Problem Solving
- Presentations
- Humanizers



Task Specific GPTS

PowerPoint Generator ChatGPT



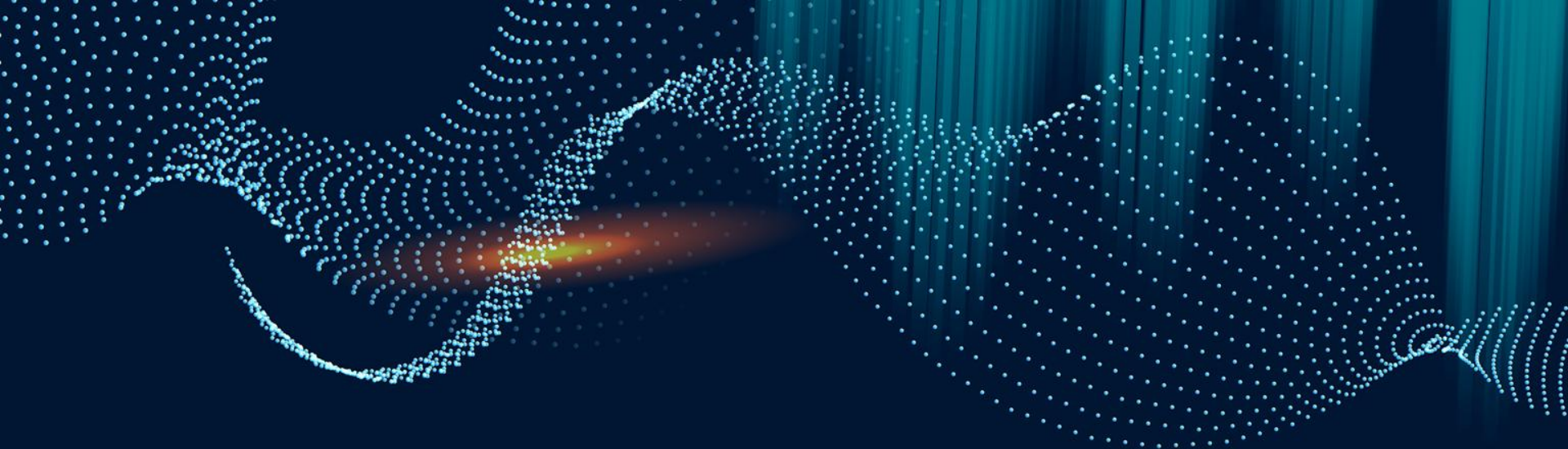
- Free
- Inside ChatGPT 4.0
- Provides Outline & Suggestions
- Can upload data

Gamma.app



- 9 Slides are Free
- PRO Version
- Creates slides that can be used in PPT or Google Slides

???



Level

Creating Chatbots

03

Personalize Your LLM

Customize Chat GPT



Customize Your GPT

Train your favorite LLM on your preferences and background (and writing styles).

See Interactive Agenda for an example

Pro Tip

Ask AI to tell you what to do to get the results you want.

i.e. - I'd like to build a GPT to [insert what you want your chatbot to do]. What instructions should I give it?

Federal Grant Review

Use this custom GPT to check a federal grant proposal for words that **may*** disqualify your application.

***WASA doesn't guarantee the accuracy of this bot. It is the users responsibility to double check all AI outputs.**

Creating GPTs as Thought Partners

QSD Student Discipline and Support Guide

Marzano Instructional Framework Coach

QSD Contract Consultant

QSD School Board Policy and Procedure GPT

<https://edutechtalks.com/the-transformative-impact-of-personalised-gpts-on-education/>

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Feedback

What went well?

A takeaway!

Even Better If...

A bot you wished we shared

Think Tank

AI and the Future of Public
Education

THANKS!

Please share with us and one another!

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**AI uses every
superintendent
needs to know.**

