

FEEDBACK STRATEGIES RECLAIM TIME TO FOCUS ON GROWTH

A Quick Guide for
Instructional
Leaders New to AI



AI CAN SUPPORT TASKS RELATED TO OBSERVATION & FEEDBACK

so that

you can focus on high-value human
insight, interpretation, & connection.



1. Pre-observation planning

AI can help you prepare tailored look-fors, observation templates, or focus areas based on teacher goals, prior feedback, and standards.



2. Observation note processing

AI can organize raw notes, highlight patterns, and align evidence to rubric domains or instructional priorities.



3. Feedback drafting and refinement

AI can turn your notes into polished, evidence-based feedback drafts—and revise tone, format, or structure based on your input.



4. Follow-up communication

AI can help you craft reflective questions, email summaries, meeting agendas, or check-in templates to sustain coaching conversations or practice for meetings.



5. Implementation support tools

AI can recommend targeted resources, PD, or strategies to help teachers act on feedback and build momentum.

Impact:

Enter the room focused and informed, ready to connect your evidence collection to teachers' goals, history, and professional growth journey.

Impact:

Spend less time sifting through raw notes and come to the conversation with clear, organized evidence.

Impact:

Spend less energy on wording and structure, and more on shaping feedback that's clear, strengths-based, and instructionally focused.

Impact:

Keep the feedback cycle active and personalized using follow-up to spark reflection, reinforce goals, and show teachers you're invested in their growth, not just the process.

Impact:

Spend less time searching for resources and more time designing responsive, growth-focused supports from practical strategies to PD

Sample Prompt

For Task 5: "This 7th grade science teacher needs support helping students move beyond observations to construct evidence-based explanations during investigations. Suggest two practical strategies and one student-facing resource that help students connect their evidence to scientific reasoning."

**Give role, context, and task but safeguard student and teacher data by anonymizing notes and using district-approved AI platforms.*