

# FEEDBACK STRATEGIES MAKE SPACE TO LEAD WITH PURPOSE

A Quick Guide for  
Instructional  
Leaders New to AI



Building leaders balance instructional leadership, stakeholder relationships, and operations. Use AI not only to enhance instruction, but to automate and streamline communication, coordination, and daily demands—creating more time and space to lead with purpose, presence, and insight.

## Role: Stakeholder Support

AI can help you communicate clearly, tailor messages to diverse audiences, and maintain consistent outreach

so that

You spend more time building relationships, following up with empathy and care, and being present and responsive in real time.

A few things AI can do...

- Facilitate parent engagement and communication
- Streamline school-wide updates and announcements
- Summarize meetings/generate clear action steps
- Serve as a thought partner for emails, event reminders, and newsletters
- Draft translated updates, family handbooks, and communication protocols



## Free Tools

### Starter

**ChatGPT or Gemini:** brainstorm ideas, draft reminders, updates, surveys  
**Canva:** create visuals, presentations, and polished formats  
**Otter.ai:** summarize meetings or generate follow-up items  
**MagicSchool.ai** draft parent messages with tone, translation, craft surveys  
**Calendly/Doodle:** automate meeting booking process

### Level-Up

**Claude:** draft empathetic messages, tone-sensitive emails  
**Perplexity:** research policy, find and summarize guidance or regulations  
**Quillbot:** revise tone or simplify writing for broader audiences  
**ChatGPT or Gemini:** analyze survey data, identify next steps  
**Clockify:** log, categorize, and analyze time use

## Sample Prompt

For ChatGPT, Gemini, Claude: "Generate a 300-word September back to school family newsletter for a PK-5 school with key updates, upcoming dates, and policy reminders. Keep tone warm and invite follow-up. Provide translation options for Spanish and Portuguese.

[Input event lists, school themes, policies...]"

*\*Give role, context, and task but safeguard student and teacher data by anonymizing notes and using district-approved AI platforms. Use AI to support your thinking – not to process student/family-specific information.*

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From roof repairs to HVAC issues, playground maintenance to safety protocols, operational demands pile up fast, especially if you are the only administrator. AI can help simplify decisions and automate logistics—freeing leaders to stay present for people, not just operations.

## Role: Facilities Manager

**ROLE: FACILITIES MANAGER**  
AI can help you manage time,  
streamline logistics, and stay  
ahead of operational needs

so that

You can focus on decisions that shape students' and staff's daily experience, and stay proactively ready to respond when needs arise.

A few things AI can do...

- Draft or revise procedures, schedules, and site protocols
- Summarize policies, safety updates, compliance information
- Monitor supply use and plan for future needs
- Draft procedures, checklists, job descriptions, and operational documents
- Coordinate walkthroughs, meetings, and school-wide events



## Free Tools

### Starter

**ChatGPT or Gemini:** draft checklists, maintenance protocols, planning docs

**Otter.ai:** transcribe and summarize team or vendor meetings

**Calendly or Doodle:** coordinate meetings, walkthroughs, and events

### Level-Up

**Claude** – write clearer plans, reports, or notices with a calm tone

**Perplexity** – research safety policies or find solutions to site issues

**Asana and Slack:** organize tasks, set deadlines, and create timelines

**Chat GPT/Gemini:** Analyze resource/utility usage for trends

## Sample Prompt

(For Chat, Gemini, Claude) "Draft a clear arrival procedure for a K–5 school covering buses, walkers, and car drop-off. Include staff roles, student flow patterns, safety protocols, and timing guidelines. Format it for easy sharing with staff and families." [Input student counts, arrival/dismissal times, etc.]

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