



# AN ADMINISTRATOR'S AI PLAYBOOK

## Act 45: AI for School Leaders

This 10-hour Future-Ready Leadership Act 45 workshop provides an essential framework, including strategies for instructional leadership, operational optimization, and strategic implementation of AI.

### Course Design & Participant Requirements

#### In-Person Leadership Workshop (6 hours)

This interactive session is focused on administrative strategy and hands-on tool evaluation:

- Practical Prompt Engineering: Learn to craft clear, effective prompts using the RAFTS framework to generate high-quality, relevant outputs from AI models.
- Live Demonstrations: See AI tools applied to real-world administrative challenges.
- Hands-on Evaluation: Assess leading AI tools (Gemini, ChatGPT, Perplexity, Magic School, SchoolAI, etc.) through the lens of a school leader.

#### Job-Embedded Strategic Application (4 hours)

Administrators will apply their learning directly to your administrative responsibilities by:

- Administrative AI Tool Evaluation: Test and evaluate at least two AI tools relevant to school management, exploring applications for communication, data analysis, or resource allocation.
- Strategic AI Implementation Plan: Reflect on your school's specific needs and draft a plan to integrate an AI tool to improve operations, support instruction, or boost student achievement.
- IU13 Coaching and Resource Support



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**Target Audience:** District administrators and K-12 building principals

**Cost:** IU13 Districts - \$149.00  
Non-IU13 Districts - \$199.00

**Location:** The Conference and Training Center at IU13  
1020 New Holland Avenue, Lancaster

**Facilitators:** Keith Royer, IU13 Instructional Technology Specialist

### Summer 2026 Workshop

**Date:** June 11, 2026

**Time:** 8:30 a.m. - 2:30 p.m.

**Registration:** [Frontline Professional Growth](#)

### Fall 2026 Workshop

**Date:** September 24, 2026

**Time:** 8:30 a.m. - 2:30 p.m.

**Registration:** [Frontline Professional Growth](#)

### Contact Information

Keith Royer

IU13 Instructional Technology Specialist

717-947-1853 | [keith\\_royer@iu13.org](mailto:keith_royer@iu13.org)