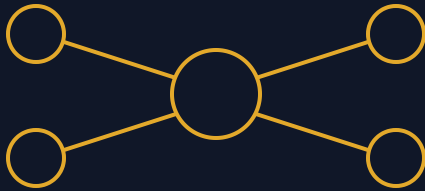




A FREE GUIDE FOR ARKANSAS DEPARTMENT CHAIRS AND GRADE-LEVEL LEADS

The Department Chair's Guide to Leading AI

How Arkansas department chairs and grade-level leads help their teams agree on AI rules, practice together and review AI-assisted lessons, so students hear one consistent message.



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THE WHOLE THING IN ONE SENTENCE

Agree on one set of AI rules for your team, put AI on the agenda once a month, review AI-assisted lessons together and send questions up quickly.

SECTION ONE

Leading closest to the work.

Department chairs and grade-level leads work shoulder to shoulder with the teachers who use AI every day. You do not need to be the district's expert. Your part is to help your team agree on how AI is used in your subject or grade, so students hear the same rules from every teacher on the hall.

What your team gains when you lead

- One set of AI rules for assignments across the team.
- A regular time to share what is working and what is not.
- Better lessons, because AI-assisted work gets a second look.
- Questions that reach the principal and the district quickly.

WHO THIS GUIDE IS FOR

It is written for department chairs in Arkansas middle and high schools and for grade-level leads in Arkansas elementary schools. Wherever it says "department," read "grade level" if that is your team.

SECTION TWO

One set of rules for your team.

Students notice when one teacher allows AI and the next one does not. Agreeing as a team on how AI fits each kind of assignment gives students consistency and saves every teacher from defending a different rule.

KIND OF ASSIGNMENT	OUR TEAM'S AI RULE
In-class writing	
Homework and practice	
Research projects	
Tests and quizzes	
Labs, performances and presentations	

The Teacher's Guide to Students, AI and Academic Integrity offers four levels of AI use your team can choose from for each kind of assignment.

STAY INSIDE THE DISTRICT POLICY

Your team's rules sit inside the board's policy for student use of AI. When the policy and your rule differ, the policy wins.

SECTION THREE

A 45-minute team meeting on AI.

One meeting a month is enough to keep AI work moving. This agenda fits inside a regular team or professional learning community meeting.

MINUTES	TOPIC	WHAT HAPPENS
5	Quick wins	Each teacher shares one way AI saved time this month.
15	Try it together	The team uses an approved tool on a shared task, such as drafting a rubric for an upcoming unit.
10	Review the result	The team checks the draft for accuracy, fit with the curriculum and reading level.
10	Rules and questions	The team confirms its assignment rules and lists questions for the principal.
5	Next step	Each teacher names one thing to try before the next meeting.

USE MADE-UP EXAMPLES

When the team practices together, use made-up student examples. Student names and records stay out of every tool the district has not approved.

SECTION FOUR

Reviewing AI-assisted lessons.

AI can draft a lesson, a rubric or a set of questions in minutes. A teacher's review turns the draft into something worth teaching. Use these questions when a teammate shares AI-assisted work.

REVIEW QUESTION	YES	NOT YET
Every fact, date, name and answer has been checked.	☐	☐
It fits the curriculum and standards your team already teaches.	☐	☐
The reading level fits the students who will use it.	☐	☐
The examples are fair and respectful to every student.	☐	☐
It sounds like the teacher and the team, not like a machine.	☐	☐
Anything that affects a grade has been decided by the teacher.	☐	☐

A shared folder of reviewed lessons and rubrics lets the whole team build on each other's work.

SECTION FIVE

Sharing what works.

A shared prompt library

When a teacher writes an instruction to an AI tool that works well, such as "Draft three warm-up questions for this lesson at a sixth-grade reading level," save it in a shared document so the whole team can reuse it.

Three rules for the library

1. No student names, records or personal details ever go in a saved prompt.
2. Each saved prompt names the approved tool it was written for.
3. Each saved prompt includes a short note on how the teacher checked the result.

Questions to bring to your principal

Question 1

Question 2

Question 3

SECTION SIX

A department chair's checklist.

STATEMENT	YES	NOT YET
My team has agreed on AI rules for each kind of assignment.	☐	☐
Students hear the same rules from every teacher on the team.	☐	☐
AI is on our team meeting agenda once a month.	☐	☐
We review AI-assisted lessons together before they are taught.	☐	☐
We keep a shared library of prompts that work, with no student information.	☐	☐
I send the team's questions to the principal regularly.	☐	☐

When you want help.

Every district program includes a hands-on session in each building, where licensed staff practice with approved tools, and monthly office hours where any teacher can bring a question or a task.

Growth Right Solutions trains the teachers, administrators and support staff of Arkansas school districts to use AI safely and well, with every session built around your board's policy, Arkansas law and federal student privacy rules. Ed Becker leads the sessions himself, with our team behind him.

START WITH A CONVERSATION ABOUT YOUR GOALS

It is free, there is no sales and no obligation, and your goals decide what every session covers.

GrowthRight.Solutions/arkansas-schools

More free resources for Arkansas school districts

The Arkansas School District AI Readiness Checklist, The School AI Tool Review Worksheet, Using AI at School, A Staff Quick Reference, and the leadership guides for superintendents, principals and department chairs are all free at GrowthRight.Solutions/resources.

Sources

Arkansas Act 848 of 2025, on the use of artificial intelligence by public entities. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501 to 6506. Arkansas Student Online Personal Information Protection Act. Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Executive Order 14277, Advancing Artificial Intelligence Education for American Youth, April 23, 2025. U.S. Department of Education Dear Colleague Letter on the use of AI in schools, July 22, 2025. Arkansas Division of Elementary and Secondary Education, professional development requirements for licensed staff.

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About the author

Ed Becker is the founder of Growth Right Solutions, LLC. He spent more than twenty years in education, including as a school principal, before leading technology programs and running a managed services company, and he now leads AI adoption for owner-led companies and Arkansas school districts.

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