WORKLIGHT / AI SERVICES FOR EDUCATION

AI Readiness Snapshot

Where are we today with AI, and what should we do next?

A focused, AI-assisted review of documented policies, tools, guidance, and preparation. WorkLight identifies strengths, evidence gaps, and practical next steps based on submitted evidence, not a complete evaluation of districtwide practice.

INTRODUCTORY INVESTMENT	REVIEW FRAMEWORK	LEADERSHIP READOUT
$495 | defined scope	**24 indicators / 6 domains**	**30 minutes | virtual**

A clear path from evidence to action

01 UNDERSTAND
Review documented practices

02 IDENTIFY
Find strengths and gaps

03 PRIORITIZE
Recommend next steps

Six readiness domains

Four evidence-based indicators per domain, with unsupported items marked Not Verified.

01 Leadership & Strategic Direction
Ownership, priorities, goals, responsibilities, and alignment with district strategy.

02 Policy, Governance & Responsible Use
AI policy, staff/student expectations, privacy safeguards, and human oversight.

03 Teaching, Learning & Assessment
Instructional guidance, AI literacy, integrity, and assessment expectations.

04 Staff Readiness & Professional Learning
Role-specific training, support resources, and continuous learning.

05 Technology, Tools & Data Protection
Approved tools, procurement, vendor review, access, and data-handling rules.

06 Operations & Implementation
Practical use cases, workflow pilots, feedback, and implementation plans.

Three practical deliverables

01 EXECUTIVE SNAPSHOT
One-page visual summary: category scores, strengths, gaps, and priorities.

02 FINDINGS REPORT
4–6 pages of evidence, items to verify, and a prioritized improvement roadmap.

03 LEADERSHIP REVIEW
30-minute virtual discussion, or an agreed recorded walkthrough.

A useful standalone assessment. Use the findings independently or as a starting point for targeted support. | hello@worklight.llc

METHOD & REPORT EXAMPLE / FIXED-SCOPE SERVICE

Evidence-based scoring

Scores reflect submitted documentation, not a complete evaluation of actual districtwide AI practice.

1 NOT ESTABLISHED	2 DEVELOPING	3 ESTABLISHED	4 SYSTEMATIC
No documented approach.	Guidance or planning is partial.	Roles, expectations and initial processes exist.	Processes address review and improvement.

NOT VERIFIED is used when sufficient evidence is absent; missing evidence is not automatically scored as poor readiness. It is excluded from numerical averages and reported in a separate evidence-coverage measure.

Illustrative readiness scorecard

5.9/10

ILLUSTRATIVE OVERALL

Progressing documented readiness

Example only: foundational documentation exists, but staff preparation and implementation are less developed.

DOMAIN	EVIDENCE-BASED EXAMPLE SCORE	/10
Leadership & Direction		6.7
Policy & Governance		7.5
Teaching & Learning		5.0
Staff Readiness		4.2
Technology & Data		6.7
Operations & Implementation		5.0

EXAMPLE ONLY Illustrative category ratings, not an actual district assessment.

READINESS KEY Significant Gaps: 0–2.4 Developing: 2.5–4.9 Progressing: 5.0–7.4 Strong: 7.5–10

EXAMPLE PRIORITY Translate the adopted AI policy into practical staff-facing guidance for everyday decisions.

SCORING RULE Indicator levels 1–4 convert to 0–10 using (level − 1) × 10 ÷ 3. Each domain is the average of its verified indicators; verified domains are equally weighted. Round overall score to one decimal. Display evidence coverage separately.

How the Snapshot works

1	2	3	4	5
Intake & scope	**AI-assisted review**	**Professional validation**	**Report & quality check**	**Leadership readout**
Brief intake + up to five resources.	Map submitted evidence to 24 indicators.	Confirm ratings and prioritize findings.	Prepare the executive and findings reports.	Discuss findings in a 30-minute virtual review.

Scope & safeguards

INCLUDED

Intake, up to five documents/links, 24-indicator framework, executive summary, findings report, and 30-minute virtual readout.

NOT INCLUDED

Interviews or surveys, policy drafting, full technical/security testing, legal advice, or validation of day-to-day AI use.

SAFEGUARDS Do not submit student records, confidential personnel information, or credentials. This is not an ADA, cybersecurity, privacy-compliance, or legal certification.