

AI in Education: Readiness Phases

A Framework for Strategic and Sustainable AI Implementation

Jody Britten | JodyBritten.com | 2025

Why AI Readiness Matters

For AI implementation to be successful in educational settings, organizations must invest in building capacity across all levels of the system. This includes developing the knowledge, skills, and mindsets that enable educators, leaders, and support staff to use AI tools thoughtfully and effectively.

Capacity building across multiple levels—teachers, leaders, students, families, and support staff—is essential for sustainable AI integration.

4

Implementation
Phases

5

Improvement Cycle
Steps

All

Stakeholders
Engaged

The Four Readiness Phases

A phased approach to AI implementation in education

Phase 1: Assessment & Preparation

**Foundati
on**

Readiness assessments, gap analysis, stakeholder alignment, policy development.

Phase 2: Pilot Implementation

Testing

Targeted AI applications, focused PD, data collection, early refinement.

Phase 3: Scaled Implementation

Growth

Expanding successful practices, deepening training, strengthening systems.

Phase 4: Institutionalization

**Embedde
d**

AI embedded in daily practice, internal innovation capacity, continuous learning.

Continuous Improvement Cycle

Ongoing

Monitor, evaluate, reflect, adapt, and innovate across all phases.

Building AI Capacity: Key Stakeholders

Capacity building across all levels of the education system

Educators & Teachers	Core	Pedagogical and ethical expertise for AI integration in instruction.
School & District Leaders	Strategy	Strategic understanding, change management, and policy alignment.
Students	Literacy	Understanding AI concepts, evaluating outputs, and responsible use.
Families & Community	Engagement	Information sessions, transparent communication, and feedback loops.
Support & IT Staff	Technical	Reliable infrastructure, proactive support, and resource management.

Spotlight: Assessment & Pilot Phases

Phase 1: Assessment & Preparation

This phase lays the foundation for informed implementation. Conduct readiness assessments using established frameworks. Identify gaps, strengths, and priority areas. Build awareness and shared understanding among stakeholders. Develop or revise policies and governance structures.

Phase 2: Pilot Implementation

Piloting allows systems to test ideas at small scale. Select targeted AI applications for initial use. Deliver focused professional development for participants. Collect data on processes, outcomes, and challenges. Refine tools, policies, and approaches based on early lessons.

What does effective AI implementation look like?

A phased, reflective approach anchored in the core mission of education

Critical Stepping Stones

From readiness to realization: key actions for education leaders

1

Start with Assessment, Not Adoption

2

Build Cross-Functional Leadership Teams

3

Develop Values-Aligned Policies

4

Invest in Human Capacity

5

Adopt a Phased, Reflective Approach

6

Embed Continuous Improvement

7

Engage with Broader Networks

Assess

Pilot

Scale

Embed

Scaled Implementation & Institutionalization

Phase 3: Scaled Implementation

Key Actions: Scale successful practices to additional contexts. Deepen training and professional learning. Strengthen internal policies, workflows, and decision-making.

Focus: Building support systems for sustainability, equity, and monitoring for new risks.

Phase 4: Institutionalization & Innovation

Key Actions: Embed AI into daily instructional, operational, and assessment practices. Develop internal capacity to lead innovation. Establish routines for continuous learning.

Focus: Sharing findings with the broader education community and exploring future possibilities.

The Continuous Improvement Cycle

Steps: Monitor implementation processes and experiences. Evaluate what is working and where challenges emerge. Reflect with diverse stakeholders.

Outcome: Adapt strategies based on evidence. Innovate by exploring new use cases as capacity grows.

Building a Culture of AI in Education

For Educators

Focus: Explore practical AI applications that enhance engagement, personalize learning, and improve assessment while maintaining ethical boundaries.

Approach: Multiple entry points and progression pathways. Coaching, peer learning, and embedded reflection.

For Leaders

Focus: Strategic understanding of AI capabilities, implementation frameworks, change management, and legal/policy considerations.

Approach: Lead cross-functional teams and align AI initiatives with institutional goals and values.

For Students & Families

Focus: Understanding AI concepts, evaluating outputs, practicing responsible use, and recognizing uniquely human skills.

Approach: Information sessions, transparent communication, accessible resources, and opportunities for feedback.

Ethical Guidance Framework

Core principles for responsible AI use in education:

Use

Appropriate Use

Define appropriate and inappropriate uses of AI tools within your context.

Trust

Transparency

Ensure transparency in attribution, decision-making, and communication about AI.

Data

Privacy & Protection

Establish data protection standards, particularly regarding student information.

Equity

Equity & Inclusion

Ensure equitable access, application, and outcomes across all populations.

Infrastructure for Sustainable Implementation

Sustained capacity building requires ongoing structures and support:

Establish reliable, responsive technical support that is proactive and context-aware

Create peer learning communities for collaboration, knowledge sharing, and problem-solving

Build centralized repositories of vetted tools, policy templates, and instructional resources

Implement feedback loops through surveys, listening sessions, and digital suggestion systems

Invest in layers of capacity from individual understanding to organizational culture

“The future of education will be shaped by AI. But it is educators, leaders, and communities who will determine how and for whom it will serve.”

— Jody Britten, 2022

The Path Ahead

AI readiness tools play a critical role in helping educational systems navigate complexity. They bridge the gap between potential and practice.

They promote systems-level thinking across leadership, policy, infrastructure, and pedagogy.

They help anticipate and mitigate risks around privacy, ethics, and equity.

They build capacity and guide development of skills and mindsets.

They support adaptability through reflection and continuous improvement.

Thank You

Jody Britten | JodyBritten.com | 2025

Copyright 2025 | Jody Britten | The AI & Education Studio
CoDesign Lab