AI Literacy Skills:
Core Skills and Practice

- Foundational skills to understand, evaluate, and use AI responsibly
- Core skills outlast tools — literacy is durable, tools change
- Roadmap: understand AI, evaluate outputs, use ethically, build habits
- Outcomes: practical skills for planning, communication, and verification

What AI Literacy Means for Educators and Team Leaders

AI literacy is more than tool training

It is a multidimensional set of knowledge, skills, and attitudes

Three shared dimensions: understanding, evaluating, and using AI ethically

Literacy is the shared knowledge base; competency is applying it in practice

Why AI Literacy Is a Priority Now

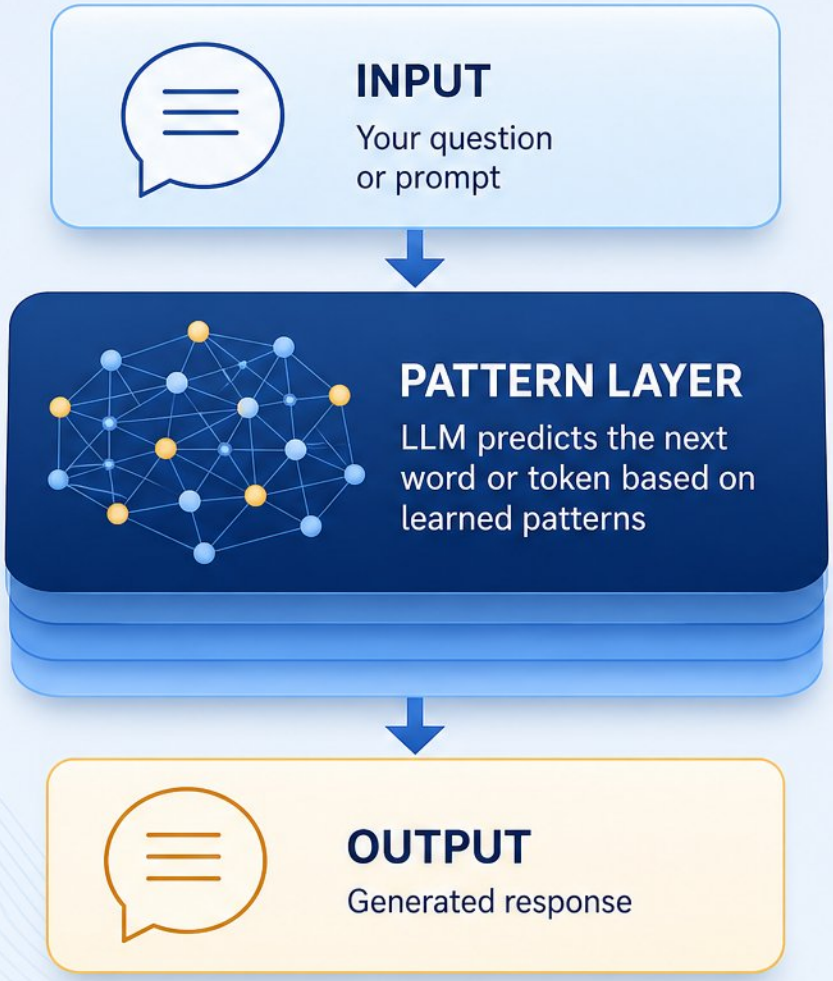
- AI tools are already embedded in classrooms and team workflows

- 2026 policies now treat AI literacy as a core professional skill

- Educators are asked to lead AI adoption without prior training

- Goal: confident, critical engagement—not adoption for its own sake

Understanding How AI Systems Work: A Practical Overview



- LLMs predict the next word or token based on learned patterns
- Simple mental model: input → pattern-based prediction → output
- No true understanding, memory, or fact-checking by default
- Training data shapes knowledge; older data can mean outdated answers
- Non-coders can reason about AI by understanding limits and failure modes

What AI Can and Cannot Do Well

CAN DO WELL

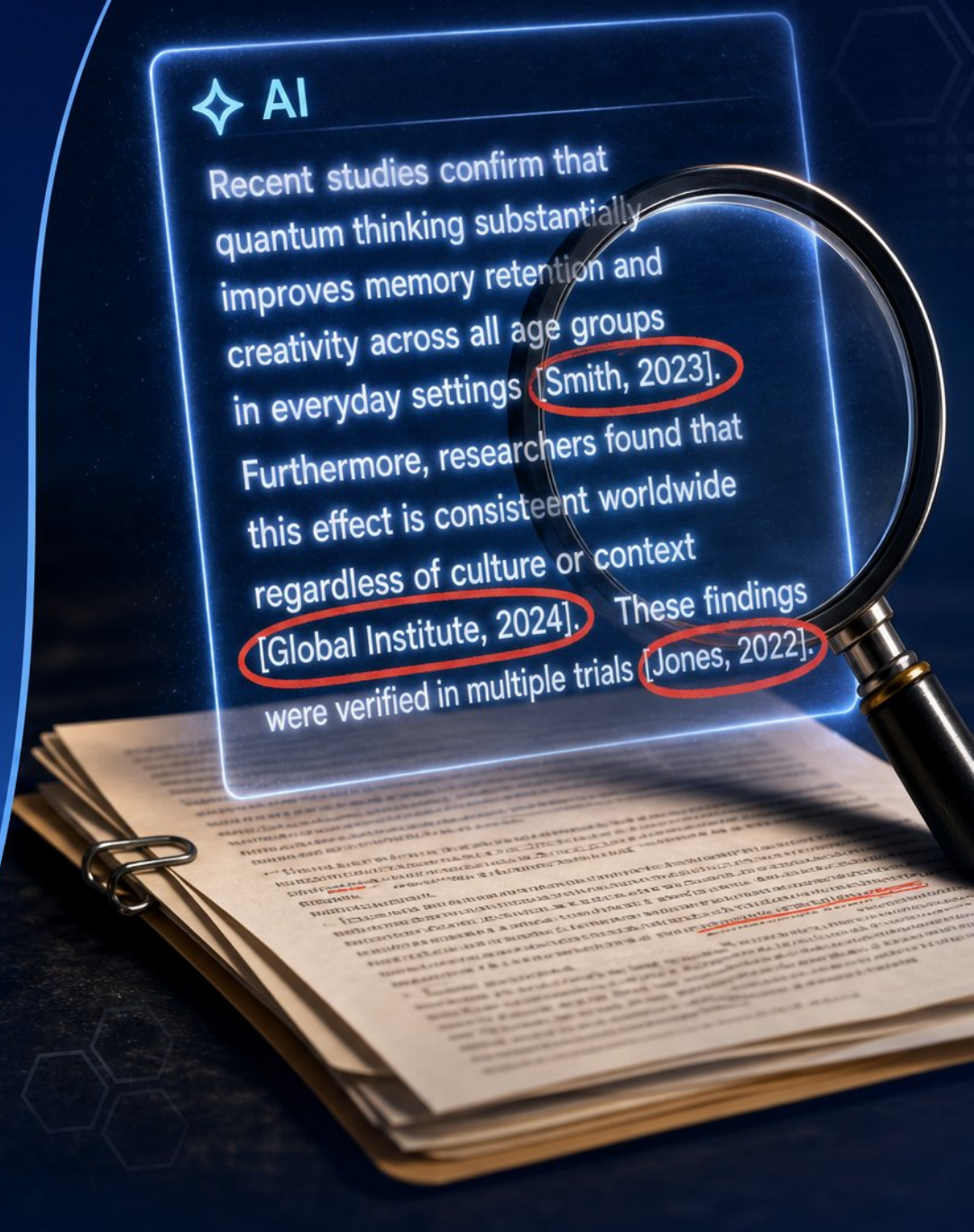
VS

CANNOT DO WELL

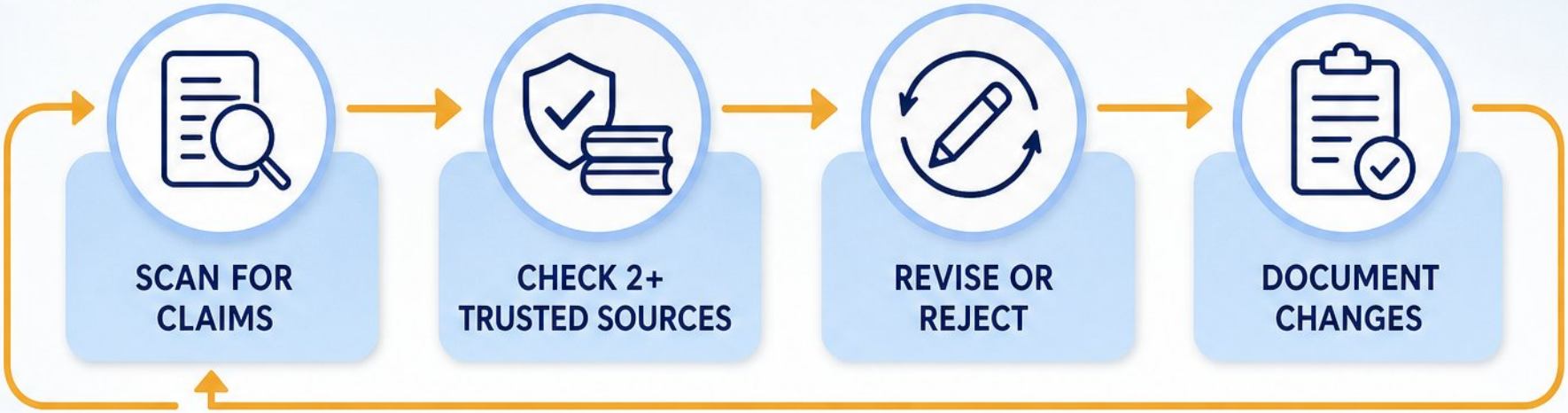
- Strong at drafting, summarizing, brainstorming, and structuring
- Weaknesses: hallucinations, bias, outdated information, inconsistency
- Fluent answers are not necessarily accurate ones
- Treat AI output as a first draft, never a finished product

Recognizing Hallucinations, Bias, and Misinformation

- Hallucinations: fluent, plausible, but fabricated claims
- Bias enters through training data and design choices
- AI text, images, audio, video can spread misinformation
- Use simple verification habits, not forensic tools



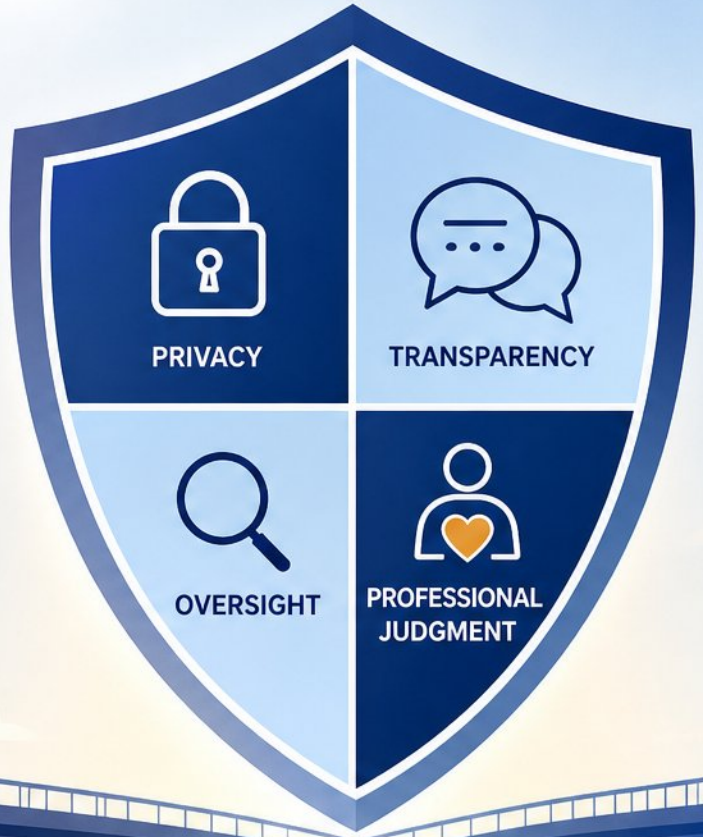
Verifying AI Outputs in Daily Work



- Scan for claims → check 2+ trusted sources → revise or reject → document changes
- Watch for unsupported claims, invented references, and statistics without sources
- Use lateral reading and source-checking adapted for AI text
- Use as a professional routine for lessons, messages, and parent communications

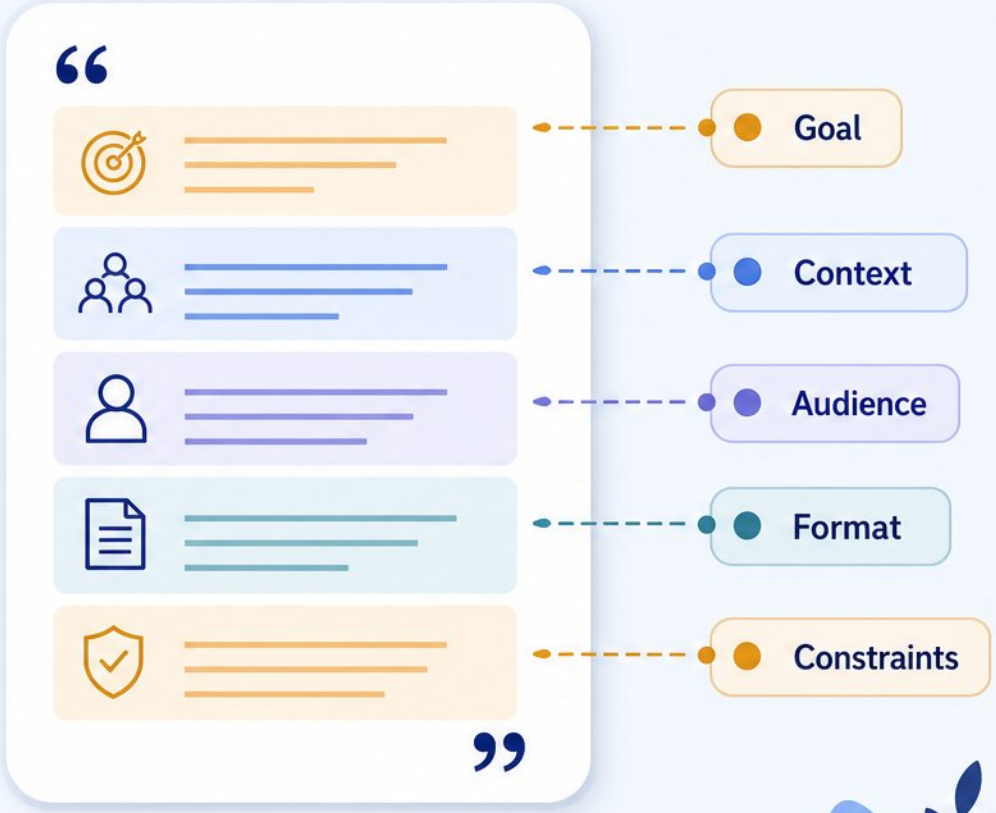
Responsible and Ethical AI Use

- Never enter student, personal, or confidential data into unapproved AI tools
- Disclose when and how AI is used in classrooms and team communications
- Keep human judgment central for learning goals, feedback, and high-stakes decisions
- Follow institutional policies and data privacy agreements



Prompting Skills for Practical Tasks

- Effective prompts: goal, context, audience, format, constraints
- Iterative prompting: draft → review → refine with clear instructions
- Use AI to draft lesson outlines, summaries, and communications
- Avoid vague prompts; never accept the first output



Evaluating AI-Generated Content

- Assess accuracy, relevance, appropriateness, and audience fit
- Check tone and readability for the intended readers
- Identify red flags: unsupported claims, fabricated references, missing perspectives
- Use a simple evaluation checklist before sharing any AI output

ACCURACY

RELEVANCE

APPROPRIATENESS

AUDIENCE FIT

Using AI in Lesson Planning and Team Communication

- Provide standards, class context, and a sample lesson; then generate, edit, personalize

- AI drafts outlines, scaffolding, exit tickets, and discussion prompts

- Team communication: AI for drafts and summaries, human for tone and priorities

- Critical editing and a feedback loop are essential for lasting results

Keeping Educator Judgment Central

- AI should support thinking, not replace it
- Protect productive struggle for durable learning
- Decide task-by-task: does AI help or hinder?
- AI can't know your learners, culture, or context
- Use AI as a drafting partner, not an authority

Teaching AI Literacy to Learners and Teams

- Model questioning and verification visibly for learners and colleagues
- Create low-risk practice activities: evaluate outputs, spot errors, discuss bias
- Adapt examples and depth to audience: adult learners, teams, or younger students
- Build confidence without dependency: teach when to use AI, when to refuse, and why

A strong scaffold builds independent, responsible AI thinkers.

Building a Daily AI Literacy Practice

- Verify one claim daily; document what worked
- Use templates and checklists for consistent, responsible use
- Share prompts and review peers' AI-assisted work
- Set a next-week goal and commit to regular reflection

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