# Reclaiming Time With AI: The Tech Tools That Gave Our Teachers Time Back – Session Pacing Guide

Northern Valley Regional High School District

## Session Objectives

By the end of this session, participants will:

* Understand the purpose and structure of Policies, Programming, Guidance, and/or Equivalencies (PPGEs) developed through the Teacher Culture and Climate Institute (TCCI) Grant.
* Identify key problems educators face that can be addressed with AI and other tech tools.
* Explore and interact with AI-powered edtech tools that reduce administrative burden and offer additional pedagogical benefits.
* Engage in interactive activities to deepen understanding of (1) the problem-identification process, and (2) selected AI platforms and tools.

Table 1: Pacing Guide

| **Slide** | **Topic** | **Time** | **Facilitation Notes** | **Interactive Activities** |
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| 1 | Title & Welcome | 1 minute | Brief introduction and overview of session flow. |  |
| 2–3 | Context: About Northern Valley + Team Intros | 2 minutes | Provide background on district and presenter roles. |  |
| 4–5 | Purpose of TCCI Grant | 2 minutes | Highlight the need for “reclaiming teacher time.” | **Quick reflection:** Have participants write one thing that pulls them away from instruction. |
| 6 | Process Overview | 2 minutes | Explain pre-grant to post-grant stages. |  |
| 7–8 | Pre-Grant: Identifying Problems | 7 minutes | Focus on the “What’s Your Problem?” approach. | **Interactive Simulation:** “What’s Your Problem?” — Small groups brainstorm 2–3 real teaching/admin burdens. Groups then select 1 to share and brainstorm how it’s solvable. |
| 9 | Sample Problems Identified | 2 minutes | Review actual issues tackled in Northern Valley. | **Poll:** Which problem resonates most with your experience? |
| 10 | PPGEs Categories | 1 minute | Overview of focus areas for innovation. |  |
| 11–15 | Professional Development Model | 5 minutes | Explain PD structure, schedule, and focus areas. |  |
| 16–19 | Teacher Leadership Roles | 4 minutes | Highlight roles like Data Leaders and Proctors. | **Reflection:** What leadership roles exist in your district that could evolve similarly? |
| 20 | AI & Tech Tools Introduction | 20minutes | Provide an overview and interactive demo of each tool. | **Rotating Stations or Demos:** Participants rotate (or watch quick demos) for:1. MasteryConnect: Analyze a sample assessment workflow.
2. Nolej: Use a YouTube video or PowerPoint to generate a lesson.
3. BriskTeaching: Streamlining feedback on a writing assessment.
4. GetMarked: Convert a quiz from one format to another.
5. Northern Valley AI: Brainstorm district-specific prompts and new tools.
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| 21–23 | Continued Tool Overview (if needed) | 5 minutes | Discuss “Northern Valley AI” custom AI toolkit | Extension of #5 above (continue tool exploration and Q&A as needed). |
| 24–27 | Evaluating Effectiveness | 4 minutes | Review data and reflection questions from the district. | **Think-Pair-Share:** Which tool or practice would most reduce your weekend workload? |
| 28 | Reflections and Next Steps | 4 minutes | Summarize Year 1 impact and preview Year 2. | **Group brainstorm:** How could you begin this work in your district? |
| 29 | Contact and Close | 1 minute | Final thanks, open for follow-up questions. | Invite participants to submit 1 lingering question or support need on an exit ticket. |