

The Teacher's AI Prompt Library

Reusable, reliable prompts + a quick "why this works" guide.

Quick Start Guide

The anatomy of a great prompt

- **Role** (who the AI should act as) – “Act as a 5th-grade science teacher...”
- **Task** (what to produce) – “Generate a 10-minute hook...”
- **Constraints** (tone, length, reading level) – “150-180 words, friendly but professional.”
- **Inputs** (paste student work, rubric, unit goals)

Pro tip: Start small → review → tighten constraints → save what works.

How to use these prompts

1. **Copy** the prompt exactly as written
 2. **Replace** {{placeholders}} with your specific details
 3. **Paste** into your AI tool (ChatGPT, Claude, Gemini, etc.)
 4. **Review** the output and refine if needed
 5. **Save** successful prompts for reuse
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A. Lesson Planning & Curriculum

Comprehensive Lesson Plans

Act as an experienced {{grade level}} teacher. Create a complete 60-minute lesson plan for {{topic}} in {{subject}}.

Include: - 2-3 specific, measurable learning objectives - Materials list (be specific) - Step-by-step activities with timing for each - 3 differentiation strategies (approaching/meeting/exceeding) - Formative assessment checkpoints - One extension activity for early finishers

Format as a structured plan another teacher could follow exactly.

Example: “Create a complete 60-minute lesson plan for photosynthesis in Grade 5 science.”

Unit Planning (Multi-Day)

Design a {{duration}} unit plan for {{grade level}} {{subject}} on {{topic}}.

For each lesson ({{number}} total), include: - Daily learning objective - Key activity (20 words max) - Assessment strategy - Materials needed - Homework or extension task

Structure as a planning calendar showing skill progression. Each lesson should build on the previous one.

Engaging Lesson Hooks (3 Options)

Generate 3 engaging hooks for a {{grade level}} lesson on {{topic}}.

For each hook provide: - Duration (5-10 minutes) - Materials needed - One thought-provoking question to check prior knowledge - Why it engages students

Include at least one hands-on or movement-based option.

Assessment Creation

Create a formative assessment for {{grade level}} students learning {{specific concept}}.

Include: - 5 multiple choice questions (distractors should reveal common misconceptions) - 3 short answer questions with 1-sentence rubric for each - 1 performance task with clear success criteria

Questions should assess different levels: 2 recall, 2 application, 1 analysis.

Differentiation Quick Guide

For this {{grade level}} lesson objective: {{paste objective}}

Provide differentiation strategies for: - **Approaching:** 2 scaffolds (sentence stems, visuals, or simplified text) - **Meeting:** 1 strategy to deepen understanding - **Extending:** 1 enrichment challenge

Keep each suggestion to 1-2 sentences. Focus on what changes, not why.

B. Grading & Feedback

Fast Essay Feedback (3+1 Model)

Provide feedback on this {{grade level}} essay about {{topic}}:

[Paste student work]

Give: - 3 specific, encouraging strengths (cite exact examples from their writing) - 1 clear next step for improvement

Focus on {{choose: thesis clarity / evidence use / reasoning / organization}}. Use student-friendly language. Total: 60 words maximum.

STEM Problem Work Analysis

Review this {{grade level}} student's work on {{math/science problem}}:

[Paste student work]

Identify: - 2 strengths in their reasoning or process - 1 specific error or misconception - 1 concrete suggestion: "Try this: {{specific fix}}"

Point to one line where improvement would have the biggest impact.

Quick Comment Bank Creator

I need to grade {{number}} {{assignment type}} for {{grade level}}.

The assignment was: {{brief description}}

Create a comment bank with: - 5 strength statements (specific, varied) - 5 growth area comments (constructive) - 3 next-step suggestions

Write comments as if speaking directly to students. Keep each under 20 words.

Report Card Comments

Write a report card comment for {{student name}}, a {{grade level}} student in {{subject}}.

Key information: - Strengths: {{2-3 specific examples}} - Growth areas: {{1-2 areas}} - Recent progress: {{notable improvements}} - Participation: {{brief note}}

Requirements: - 60-80 words - Professional yet warm tone - Specific examples (no generic phrases) - Forward-looking - Parent-friendly language

Rubric Creation

Create a 4-point rubric for {{assignment type}} on {{topic}} for {{grade level}}.

Criteria to assess: {{list 3-4 criteria}}

For each criterion, write: - Level 4 (exceeds): What mastery looks like - Level 3 (meets): Grade-level expectation - Level 2 (approaching): Partially meets - Level 1 (beginning): Needs significant support

Use specific, observable language. Avoid subjective terms like "good" or "excellent."

Rewrite Rubric for Self-Assessment

Rewrite these rubric criteria so students can self-assess:

[Paste current rubric]

Transform into "I can..." statements. For each criterion, add: - Self-check question - One-line "My next step" suggestion

Language should match {{grade level}} reading level.

C. Parent Communication

Supportive Concern Email (**≤150 words**)

Act as a {{grade level}} teacher. Draft a calm, supportive email to the parent of {{student name}} about {{concern: missing assignments / low test score / participation}}.

Include: - Observation (factual, no judgment) - Impact on learning (brief) - 2 specific next steps we'll take together - 1 sentence highlighting student's strengths - Invitation to discuss

Tone: Partnership and problem-solving. Professional but warm. 120-150 words.

Behavior Incident Note (**Objective**)

Act as a teacher documenting a behavior incident on {{date}} at {{time}}.

Include: - What was observed (objective facts only, no interpretation) - Impact on the learning environment - Action taken immediately - Follow-up plan (specific steps) - Invitation for parent conversation

Tone: Factual and neutral. Avoid blame language. 100-120 words.

Parent Conference Preparation

Prepare me for a 20-minute parent conference about {{student name}} in {{grade/subject}}.

Student profile: - Academic strengths: {{list}} - Growth areas: {{list}} - Social/behavior: {{brief note}} - Recent work: {{describe}}

Create: - Meeting structure (time blocks) - 3 discussion points with evidence - 3 likely parent questions + responses - Action plan (2-3 steps) - Follow-up timeline

Tone: Collaborative and solution-focused.

Positive Progress Update

Write a brief positive email to {{student name}}'s parent about {{specific improvement}}.

Include: - What you noticed (specific example) - Why it matters for learning - How they can support at home (1 suggestion) - Encouraging closing

Tone: Genuine and specific, not generic praise. 80-100 words.

D. Student Communication & Support

Differentiated Task Card Sets

Create 3 versions of a task card for {{topic}} at {{grade level}}:

- **Approaching:** Simplified language, more scaffolding, visual support
- **Meeting:** Grade-level expectations, standard complexity
- **Extending:** Advanced challenge, open-ended element

Each card should:
- Have the same core learning objective
- Take roughly the same time to complete {{duration}}
- Be formatted identically (so differences aren't obvious)

Behavior Support Strategies

I have a {{grade level}} student showing {{specific behavior: calling out / off-task / refusing work}}.

Context: {{brief situation, 1-2 sentences}}

Provide:
- 3 possible reasons for the behavior
- 4 proactive prevention strategies (before behavior occurs)
- 2 replacement behaviors to teach explicitly
- In-the-moment response plan
- How to track progress (simple method)

Focus on teaching new skills, not just managing problems.

Student Self-Reflection Prompts

Create 5 self-reflection prompts for {{grade level}} students after {{activity: completing a project / taking a test / working in groups}}.

Prompts should:
- Help students identify what they learned
- Encourage metacognition
- Be age-appropriate
- Take 3-5 minutes to answer
- Include 1 goal-setting question

E. Time-Saving Workflows

Complex Instructions → Student Checklist

Turn these lesson instructions into a 3-5 step student-friendly checklist:

[Paste your instructions]

Format:
- Numbered steps
- Active verbs ("Read...", "Complete...", "Check...")
- Visual checkboxes - Time estimate for each step
- Success criteria (How do I know I'm done?)

Language level: {{grade level}}

Retrieval Practice Questions

Generate 6 retrieval practice questions from yesterday's lesson on {{topic}}.

Structure: - 2 easy questions (key vocabulary, basic facts) - 3 core questions (main concepts, application) - 1 stretch question (synthesis, connection)

Format as a bell-ringer activity (5-7 minutes). Include answer key.

Meeting Agenda Creator

Create an agenda for a {{type: department / grade-level / parent}} meeting lasting {{duration}}.

Topics to cover: {{list main topics}}

Format: - Time allocation for each item - Clear objective for each topic - Who leads each section - Action items template - Desired outcome

Keep focused and practical—no filler content.

Email Template for Common Situations

Write a professional email template for {{purpose: absent student / field trip permission / volunteer request}}.

Context: {{brief background}} Audience: {{parents / colleagues / administration}}

Tone: {{formal / friendly / urgent}}

Include: - Clear, specific subject line - Concise opening (1 sentence) - Main message (2-3 sentences) - Specific action needed with deadline - Professional closing

Template should be reusable with minor modifications.

F. Professional Development

Research to Practice

I'm researching {{educational topic: growth mindset / formative assessment / etc.}} for my {{grade level}} classroom.

Summarize: - 3 key research findings (one sentence each) - Practical application for my classroom (what changes?) - Implementation challenges to expect - One simple way to measure impact in 4 weeks

Focus on actionable insights, not theory. Use educator-friendly language.

Lesson Reflection Guide

Guide my reflection on {{lesson/unit/strategy I tried}}.

What happened: {{brief description, 2-3 sentences}}

Help me analyze: - What worked well (specific evidence from student responses) - What didn't work (concrete examples) - Student engagement data (if available) - Alignment with learning objectives - 2 specific changes I'd make next time

Frame as growth opportunity, not criticism.

G. Advanced Techniques

Prompt Chaining (Multi-Step Process)

For complex tasks, break into stages:

Stage 1 - Generate outline: > Create an outline for {{complex task}}

Stage 2 - Develop details: > Take section {{X}} from the outline and develop it fully with {{specific elements}}

Stage 3 - Create materials: > Based on the developed plan, create {{worksheets / slides / handouts}}

Stage 4 - Design assessment: > Design an assessment that measures {{specific objectives}}

Context Building for Better Results

Before your main prompt, provide context:

My teaching context: - Grade level: {{}} - Class size: {{}} - Student needs: {{English learners / mixed abilities / etc.}} - Available time: {{}} - Resources: {{tech available / materials / etc.}} - Teaching style: {{direct instruction / inquiry-based / etc.}}

Now create: {{your main request}}

H. Quality Control Checklist

Before using any AI-generated content, check:

- **Accuracy:** Facts and concepts are correct
 - **Age-appropriate:** Suitable for your students' maturity level
 - **Aligned:** Matches your learning objectives
 - **Authentic voice:** Sounds like you, not a robot
 - **Complete:** Includes all necessary elements
 - **Safe:** No inappropriate content or unintended bias
 - **Practical:** You can actually implement this with your resources
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I. Troubleshooting Common Issues

Problem: Generic, textbook answers

Solution: Add specific constraints, examples, and context about your actual students

Problem: Wrong reading level

Solution: Specify exact grade level AND add “Use vocabulary appropriate for {{reading level}}”

Problem: Too long or too short

Solution: Give exact word count or time limit. Example: “Maximum 150 words” or “Takes 5 minutes to read”

Problem: Missing key elements

Solution: Use bulleted lists in your prompts. AI follows structure better than paragraphs

Problem: Doesn’t sound like you

Solution: Add “Tone: {{conversational / formal / encouraging}}” and give example phrases you use

Quick Reference: Batch Processing Strategies

Save time by grouping similar tasks:

- **Lesson Planning:** Plan entire week at once, save successful prompts as templates
 - **Grading:** Grade same assignment across all classes; create rubric first with AI
 - **Communication:** Answer emails once daily; write parent updates weekly using templates
 - **Materials:** Generate all worksheets for a unit in one session
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Building Your Personal Prompt Library

1. **Start small:** Choose 2-3 prompts addressing your biggest time challenges
 2. **Test and refine:** Practice with low-stakes content first
 3. **Save what works:** Keep a document of your best prompts
 4. **Iterate:** Modify prompts based on results
 5. **Share:** Exchange successful prompts with colleagues
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Remember: AI doesn’t replace teachers—it amplifies great teaching by handling time-consuming tasks so you can focus on what matters: your students.

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