

# Teacher AI Toolkit

Essential AI tools and prompts to enhance teaching efficiency and student outcomes.

AI TOOLS

## Teacher AI Toolkit

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*"AI doesn't replace teachers—it **amplifies** great teaching."*

*This toolkit provides practical, tested prompts to save time and improve outcomes.*

## How to use this toolkit

### Getting Started

1. Choose your AI platform (ChatGPT, Claude, Gemini, or similar)
2. Copy and paste the prompts exactly as written

3. Replace placeholders ({{subject}}, {{grade level}}, etc.) with your specifics
4. Refine the output by asking follow-up questions
5. Save successful prompts for reuse

## Prompt Structure

All prompts follow this pattern:

- **Context:** Role and objective
- **Specifics:** Subject, grade level, constraints
- **Output format:** Exactly what you need
- **Quality criteria:** Standards for the response

## Lesson Planning & Curriculum

### Comprehensive Lesson Plans

**Subject:** Create detailed lesson plan for {{topic}} for {{grade level}}

**Prompt:**

You are an experienced {{grade level}} teacher. Create a comprehensive 60-minute lesson

Include:

- Learning objectives (specific, measurable)
- Materials needed
- Step-by-step activities with timing
- Differentiation strategies
- Assessment methods
- Extension activities

Format as a structured plan that another teacher could follow exactly.

**Example in action:**

*Create detailed lesson plan for photosynthesis for Grade 5  
Results in complete lesson with hands-on experiments, vocabulary cards, differentiated worksheets, and formative assessment checkpoints.*

### Unit Planning

**Subject:** Design multi-lesson unit for {{topic}}

**Prompt:**

Design a 2-week unit plan for {{grade level}} {{subject}} on {{topic}}.

For each lesson, include:

- Daily learning objective
- Key activities (15–20 words each)
- Assessment strategy
- Materials needed
- Homework/extension

Structure as a planning calendar that shows progression and builds skills sequentially.

## Assessment Creation

**Subject:** Generate assessment items for {{learning objective}}

**Prompt:**

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

Include:

- 5 multiple choice questions (with distractors that reveal common misconceptions)
- 3 short answer questions (rubric included)
- 1 performance task with clear criteria

Ensure questions assess different cognitive levels (recall, application, analysis).

## Grading & Feedback

### Efficient Grading

**Subject:** Grade {{assignment type}} quickly and fairly

**Prompt:**

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

The assignment was: {{brief description}}

Help me create:

- A 4-point rubric with specific criteria
- Common feedback phrases for each score level
- Time-saving shortcuts for recurring issues
- Sample comments that are encouraging yet specific

Focus on {{key learning objective}}.

## Personalized Feedback

Subject: Generate specific feedback for student work

Prompt:

Review this {{grade level}} student's work on {{assignment topic}}:

[Paste student work]

Provide feedback that:

- Celebrates specific strengths (be precise)
- Identifies 1-2 priority areas for improvement
- Suggests concrete next steps
- Maintains encouraging tone
- Takes 30 seconds to read

Write as if speaking directly to the student.

## Report Card Comments

Subject: Draft report card comments efficiently

Prompt:

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

Key information:

- Strengths: {{list 2-3 specific examples}}
- Growth areas: {{1-2 specific areas}}
- Recent progress: {{notable improvements}}
- Participation/behavior: {{brief description}}

Requirements:

- 60-80 words
- Positive, professional tone
- Specific examples
- Forward-looking
- Parent-friendly language

## Student Communication & Support

### Differentiation Strategies

Subject: Adapt lesson for diverse learners

Prompt:

I'm teaching {{lesson topic}} to {{grade level}} students. Help me differentiate for:

- 3 students reading below grade level
- 2 English language learners (beginner level)
- 4 students who need extension/enrichment
- 1 student with ADHD who needs movement breaks

Provide specific modifications for:

- Content presentation
- Student activities
- Assessment methods
- Materials/resources

Keep core learning objective the same for all students.

## Behavior Support Plans

**Subject:** Create positive behavior interventions

**Prompt:**

Design a behavior support plan for a {{grade level}} student showing {{specific behavior}}

Background: {{brief situation}}

Create:

- 3 possible triggers/causes
- 5 prevention strategies (proactive)
- 3 teaching replacement behaviors
- Response plan when behavior occurs
- How to involve parents positively
- Progress monitoring approach

Focus on teaching new skills, not just managing problems.

## Parent Communication

### Meeting Preparation

**Subject:** Prepare for parent conference

**Prompt:**

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

Student profile:

- Academic strengths: {{list}}
- Growth areas: {{list}}
- Social/behavioral notes: {{brief}}
- Recent work samples: {{describe}}

Help me:

- Structure the 20-minute meeting
- Prepare 3 discussion points
- Anticipate parent questions
- Create action steps we can agree on
- Plan follow-up communication

Tone should be collaborative and solution-focused.

## Difficult Conversations

**Subject:** Navigate challenging parent discussions

**Prompt:**

Help me prepare for a difficult conversation with parents about {{specific concern}} re

The situation: {{brief, factual description}}

I need:

- Opening statement that's professional yet empathetic
- 3 specific examples (observable behaviors)
- Collaborative language that invites partnership
- Action plan with clear next steps
- Timeline for follow-up

Goal: Address concern while maintaining positive relationship.

## Administrative Efficiency

### Meeting Agendas

**Subject:** Create focused meeting agendas

**Prompt:**

Create an agenda for a {{type}} meeting lasting {{duration}} with {{participants}}.

Topics to cover:

{{list main topics}}

Format:

- Time allocations for each item
- Clear objectives for each topic
- Action items template
- Who leads each discussion
- Desired outcomes

Keep focused and practical - no filler content.

## Email Templates

**Subject:** Draft professional emails quickly

**Prompt:**

Write a professional email template for {{purpose/situation}}.

Context: {{brief background}}

Audience: {{who will receive}}

Tone: {{formal/friendly/urgent}}

Include:

- Clear subject line
- Concise opening
- Main message (2-3 sentences)
- Specific action needed
- Professional closing

Template should be reusable with minor modifications.

## Professional Development

### Research Summaries

**Subject:** Summarize educational research

**Prompt:**

I'm researching {{educational topic}} for {{specific purpose}}.

Help me understand:

- 3 key research findings (with implications)
- Practical applications for {{grade level}} classroom
- Implementation challenges to expect
- Resources for deeper learning
- How to measure impact

Focus on actionable insights, not theory. Cite specific studies when possible.

## Reflection & Growth

**Subject:** Structured teaching reflection

**Prompt:**

Guide my reflection on {{specific lesson/unit/strategy}}.

What happened:

{{brief description}}

Help me analyze:

- What worked well (specific evidence)
- What didn't work (concrete examples)
- Student response/engagement data
- Alignment with learning objectives
- Changes I'd make next time

Frame as growth opportunity, not criticism.

## Time-Saving Workflows

### Batch Processing

#### 1. Lesson Planning Batch:

- Set aside 2-3 hours weekly
- Plan entire week at once
- Use templates for consistency
- Save successful prompts

#### 2. Grading Batch:

- Grade same assignment across all classes
- Use voice-to-text for feedback
- Create rubrics with AI first
- Set timer for each paper

#### 3. Communication Batch:

- Answer all emails once daily
- Write parent updates weekly



- Use templates with personal touches
- Schedule send for appropriate times

## Quality Control

Before using any AI-generated content:

- ☐ **Accuracy check:** Verify facts and concepts
- ☐ **Age appropriateness:** Suitable for your students
- ☐ **Alignment:** Matches your learning objectives
- ☐ **Voice:** Sounds like you, not a robot
- ☐ **Completeness:** Includes all necessary elements
- ☐ **Safety:** No inappropriate content or bias

## Advanced Techniques

### Prompt Chaining

Break complex tasks into steps:

1. **Generate outline** → Review and refine
2. **Develop details** → Add specifics
3. **Create materials** → Make worksheets/slides
4. **Plan assessment** → Design evaluation

### Context Building

Improve results by providing context:

- Your teaching style
- Student characteristics
- School constraints
- Available resources
- Time limitations

### Iteration Strategy

1. Start with basic prompt
2. Review initial output
3. Ask for specific improvements
4. Refine until satisfied

5. Save successful versions

## Troubleshooting Common Issues

### Generic Responses

**Problem:** AI gives vague, textbook answers

**Solution:** Add specific constraints, examples, and context

### Inappropriate Content

**Problem:** Content doesn't match your students

**Solution:** Specify grade level, reading level, cultural considerations

### Wrong Format

**Problem:** Output isn't in usable format

**Solution:** Be explicit about desired structure and format

### Missing Key Elements

**Problem:** AI skips important components

**Solution:** Use checklists in your prompts

## Building Your AI Toolkit

### Start Small

- Choose 2-3 prompts that address your biggest time challenges
- Practice with low-stakes content first
- Build confidence before trying complex tasks

### Expand Gradually

- Add new prompt categories monthly
- Adapt successful prompts for different subjects
- Share effective prompts with colleagues

### Stay Current

- Follow AI tool updates
- Join educator AI communities
- Experiment with new features

- Share what works

## Maintain Quality

- Always review AI output
- Add your professional judgment
- Personalize for your students
- Keep learning objectives central

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