Teacher AI Toolkit

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

AI TOOLS

Teacher AI Toolkit

CONTENTS

> "*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.
```
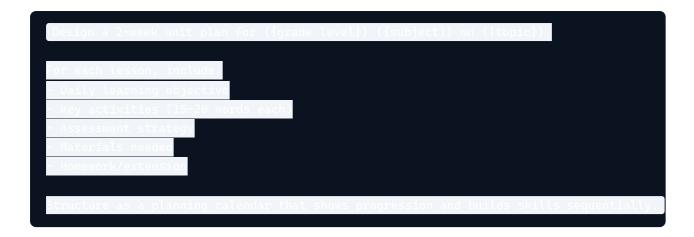
Example in action:

> *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.*
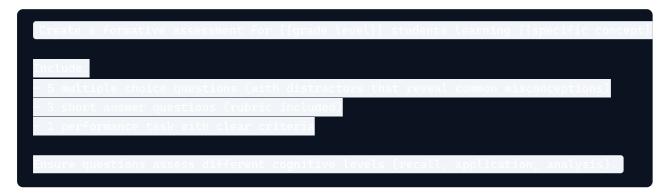
Unit Planning

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