The 10% ChatGPT Guide for Principals: Get 90% of the Results with These ChatGPT Best Practices

Created by Gruvy Education

Best Practices for Using ChatGPT

1. Don't treat it like a search engine.

- ChatGPT is not Google. Don't type "teacher observation good student engagement." Explain the task to ChatGPT as you would explain it to an assistant.

2. Explain the task like you would to a human.

- Use conversational language. Be clear. Tell ChatGPT all of the nuance. The more info you give, the better. Share context, goals, and constraints.

3. Use the Role → Action → Format → Context structure.

- This is the formula for powerful prompts. Link to framework document.

4. Be specific.

- Vague prompts = vague responses. Always include clear goals and context.

5. Use your voice.

- Explain how you want the output to sound: simple, clear, short. Cut the fluff.

6. Feed it the data.

- Paste in policies, emails, plans—whatever you have that would give ChatGPT the context to do the task well. Let ChatGPT do the heavy lifting.

7. Don't stop at one prompt.

- Treat ChatGPT like an assistant. Ask follow-up questions. Refine your input. Push for better results.

8. Think in workflows.

- Use ChatGPT to draft, review, refine, and finalize. Make it part of your process.

🔎 Plug-and-Play Prompts:

Prompt 1 - Parent Concern Response
Act as a principal. Respond to an email from a parent concerned about too much homework. I want to tell them [what you want to explain.] Make sure the response does not come off as off-putting. Here is the email I am responding to: [past email here. Remember: Take out all student names and parents' names.]

Prompt 2 - Weekly Staff Memo with Reminders
Act as a principal. Draft a Monday memo to [staff group]. Present it in a friendly tone with bullet points. The memo should include [specific reminders or updates].

Prompt 3 - Policy Summary for Staff or Families
Act as a principal. Summarize this policy into key takeaways for [audience]. The goal is to help them understand the changes without reading the whole document. Use a list format with plain language. Attached is the policy document.

Prompt 4 - Structured Staff Meeting Agenda
Act as a principal. Create a 45-minute agenda for a staff meeting focused on [topic 1], [topic 2], and [topic 3]. The team needs clarity and structure to stay on track. Format the agenda with bullet points and time blocks.

Prompt 6 - Quick Positive Feedback for a Strong Lesson
Act as a principal. Draft positive feedback for a teacher who ran a strong lesson with [teaching method]. The lesson had high engagement and clear objectives. Present the feedback as a short message. No longer than two sentences. No unnecessary words.

Prompt 7 - 10 Free Student Incentive Ideas
Act as a principal. List 10 no-cost or free student incentive ideas that work well during the [school day/setting]. The ideas should require minimal setup and staff effort. Use a numbered list.

Prompt 8 - Short, Clear PA Announcement Script
Act as a principal. Write a PA announcement script. Make sure it is not too long. Make it straightforward. Here is what I need to say: [explain what you need to say.]

Want more AI strategies for school leaders? Check out the next guide: *How to Use AI to Analyze Student Data Like a Pro.*