

Artificial Intelligence (AI) Resources for School Support Staff

Gruvy Education

gruvyeducation.com

- "AI Prompting Guide for School Business & Office Staff" - Resource link
- "The Ultimate AI Prompt Vault for School Operations & HR" - Resource link
- "The Ultimate Athletic Director Prompt Vault" - Resource link
- "The Ultimate Instructional Coach Prompt Vault" - Resource link
- "The Ultimate Prompt Vault for Library Media Specialists" - Resource link
- "The Ultimate Prompt Vault for School Counselors" - Resource link
- "The Ultimate Prompt Vault for School Office Staff" - Resource link
- "The Ultimate School Nurse Prompt Vault" - Resource link
- "The Ultimate School Social Worker Prompt Vault" - Resource link
- "The Ultimate Technology & Media Leadership Prompt Vault" - Resource link

EduPrompts

www.eduprompts.ai

- **"Class Newsletter"** - Resource link
  "This Gem helps you quickly transform your weekly or monthly classroom updates into a warm, engaging, and highly scannable class newsletter—and exports it directly as a visually styled, print-ready PDF or clean text for email and messaging apps. Acting as your expert Class Newsletter Architect, it organizes your announcements, curriculum highlights, upcoming dates, and student shout-outs into reader-friendly sections, and translates educational jargon into accessible family language."

- **"Conference Concierge"** - Resource link
  "This Gem helps you navigate a massive conference catalog to build a personalized, conflict-free itinerary that perfectly matches your needs, roles, and interests. Acting as an expert educational conference concierge and scheduling assistant, it simplifies the planning process by focusing exclusively on your specific content areas and professional goals."

- **"Email to Parents"** - Resource link
  "This Gem helps you quickly draft an effective and professional email to the guardian(s) of a specific student to share an observation,

give feedback, provide an update, or celebrate an achievement. This is perfect for ensuring timely, personalized, and positive home-school communication."

- **"Form Analyzer"** - Resource link
  "This Gem helps you analyze, summarize, and draw actionable conclusions from data collected via surveys, polls, registrations, or evaluations. Acting as an expert data scientist and educational strategist, it makes complex data easy to digest and helps you identify hidden trends and actionable insights from your community's feedback."

- **"Parent Communication Simulator"** - Resource link
  "This prompt provides educators with a realistic, low-stakes practice simulator for navigating difficult, sensitive, and high-stakes parent and guardian conversations. Acting as both an adaptive Simulated Parent and an Instructional Coach, it models authentic family interactions across any grade level and communication channel—including email, rapid-fire messaging apps (ClassDojo, Remind, ParentSquare), phone calls with vocal tone cues, and in-person conferences with non-verbal body language."

- **"Simple Terms for Parents"** - Resource link
  "This Gem helps you translate complex school policies, grading guidelines, standardized test results, field trip details, and curriculum concepts into clear, engaging, and parent-friendly communications. Acting as an expert Parent Communication Specialist, it removes educational jargon and ensures families understand key takeaways and how to support their children at home."

SplatWorks

splatworks.org

- **"Step-Splat"** - Resource link
  "Splat any task into bite-size steps. Slide the spiciness for shorter or chunkier breakdowns. Click ↳ on any step to splat it further."

- **"Toneshifter"** - Resource link
  "Paste any draft and shift it to the tone you actually meant — formal, friendly, concise, diplomatic, encouraging, or plain English. Slide intensity for a light tweak vs. a full structural rewrite."

- **"Vibe Check"** - Resource link
  "Paste a message you received and get an honest read on its tone — so you can stop spiraling about what your boss / mom / professor 'really meant.'"

Teacher Hive

teacherhive.app

- **"Face Blur"** - Resource link
  "Hide faces in a photo before you share it. The picture is edited inside this browser tab and is never uploaded anywhere."

- **"Linking in Hand"** - Resource link
  "Paste a Google Docs, Sheets, Slides, or Drawings link and get back a preview, copy, template, PDF, or auto-play slideshow link, copied instantly."

- **"MultiTranslate"** - Resource link
  "MultiTranslate provides real-time classroom translations for teachers and students. It bridges language gaps using speech-to-text, auditory playback, and interactive visual word banks."

- **"Perfect Fit PPTX"** - Resource link
  "Select lots of photos at once and have them inserted into a slideshow, one per slide. Open the PPTX file in PowerPoint, Google Slides, Keynote, and Canva."

- **"Reel Fast"** - Resource link
  "Quickly create a slideshow video by uploading photos and choosing background music. Your images never leave your computer."

- **“Secure Obscure”** - Resource link
  “Blur faces or parts of a photo to protect privacy. Images never leave your computer.”

- **“Sticky Note Board”** - Resource link
  “Simple notes app with vertically expanding, movable notes - especially helpful for kids and adults with ADHD! If you have 5 min & a Google acct, I can send easy instructions to sync across devices.”

- **“Veil – Autotrack faces and blur video”** - Resource link
  “Drop a video in, draw boxes over what to hide, let it track them frame-by-frame, and download the result. Everything runs locally, nothing gets uploaded.”

Sample Prompts

- **Summarize a long email or document**
  “Summarize this nonconfidential email in five bullets. Separately list deadlines, actions I need to take, and questions I need to answer.”

- **Create meeting minutes from notes**
  “Turn these notes into meeting minutes. Include decisions and a table of action items, responsible people, and deadlines. Mark missing information as ‘not specified.’”

- **Create templates for routine communications**
  “Create a reusable appointment-confirmation email with placeholders for date, time, location, staff member, and documents to bring.”

- **Create a list of FAQs and answers**
  “Using only the policy text below, draft short parent-friendly answers to these questions. If an answer isn’t in the text, say that office staff must confirm it.”

- **Create a plan for an event**
  “Create a preparation checklist for registration night using these details: [details]. Group tasks into before, during, and after the event.”

- **Create feedback summaries**
  “Group these anonymous comments into common themes. Separate frequently mentioned issues from one-off suggestions, and don’t infer who wrote them.”

Michael Morrison’s Wakelet Collections

wakelet.com/@morrisonmichaelj

- **“Online Utilities”** - Resource link
  Includes Chrome extension checkers, color palette generators, font utilities, image utilities, PDF utilities, QR code generators, URL shorteners, video utilities, and multipurpose utilities

- **“Productivity”** - Resource link
  Includes blogs / podcasts & YouTube channels

Let’s Connect!

Linktree | Bluesky | LinkedIn | Twitter