

# The Ultimate AI Prompt Vault for School Operations & HR

A one-stop hub of classroom-ready prompts that save time, boost clarity, and make AI actually useful. Every prompt is designed to help school leaders use AI for Ops and HR. All prompts are made using [Gruvy Education's Role, Action, Format, Context Framework](#).

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## How to use this resource:

First, open [ChatGPT](#) or [Gemini](#). Then, look through the resource and find a prompt you want to use. Copy the prompt and paste it into ChatGPT or Gemini. Replace anything written in [brackets] with your own information. Once that's done, send it through to get your result.

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## 1. Draft a Professional Improvement Plan From Notes

### Prompt:

*“Act as a school administrator who specializes in crafting clear, goal-driven professional improvement plans that build staff confidence and accountability. Turn my observation notes into a concise, growth-oriented improvement plan. Deliver the plan with these sections: Focus Areas, Observable Goals, Measurable Actions, Timeline & Support Needed, and Follow-Up Dates. Keep the tone constructive, specific, and professional. Here’s what you need to know:*

- *My role: [Insert your role — e.g., Principal, Assistant Principal, SPED Coordinator]*
- *Intended audience: [Insert teacher or staff position]*
- *Main areas of growth: [Briefly describe]*
- *Key district or school priorities to align with: [Optional]*
- *[paste or attach your observation notes or feedback summary]”*

**Want to test this prompt with sample information?** Use this:

[Mock Data: Draft a Professional Improvement Plan From Notes](#)

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## 2. Create a Grant or Funding Proposal Draft

### Prompt:

*“Act as a district or cooperative leader who writes compelling, results-focused grant proposals that get funded. Turn my rough notes or bullet points into a polished draft that’s clear, data-driven, and aligned with student impact. Deliver it with these sections:*

- 1) *Executive Summary*
- 2) *Problem or Need*
- 3) *Proposed Solution*
- 4) *Measurable Outcomes*
- 5) *Budget Summary*
- 6) *Implementation Timeline*
- 7) *Sustainability Plan*

*Use straightforward language suitable for local and state-level grants. Here’s what you need to know:*

- *Type of funding or grant: [Insert name or category]*
- *Primary goal or initiative: [Insert goal]*
- *Target audience or impact group: [Insert group, e.g., secondary students, SPED, CTE, etc.]*
- *Available data or metrics to highlight: [Optional]*
- *[paste or attach your bullet points, notes, or prior draft]”*

**Want to test this prompt with sample information?** Use this:

[Mock Data: Create a Grant or Funding Proposal Draft](#)

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### 3. Summarize and Compare Job Applications

**Prompt:**

*“Act as a district HR specialist who evaluates candidates quickly and objectively. Summarize and compare the following applications in a clear, easy-to-scan table. Include columns for: Candidate Name, Key Qualifications, Strengths, Concerns or Gaps, and Alignment With District Priorities. After the table, include a short summary paragraph recommending top candidates and next steps. Here’s what you need to know:*

- *Position Title: [Insert position]*
- *Hiring priorities or must-haves: [Insert criteria — e.g., classroom management, tech skills, leadership experience]*
- *[paste or attach excerpts, resumes, or application summaries]”*

**Want to test this prompt with sample information? Use this:**

 **Mock Data: Summarize and Compare Job Applications**

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### 4. Build Behavior or Attendance Summary Reports

**Prompt:**

*“Act as a district data and assessment coordinator who turns raw behavior or attendance data into insights leaders can act on. Analyze the data and create a short summary report that highlights: Key Trends (e.g., increases, decreases, or outliers), Root Causes or Contributing Factors, Groups or Grades Most Affected, and Recommended Next Steps. Keep the summary under one page and easy to read at an administrative or board meeting level. Here’s what you need to know:*

- *Report type: [Behavior / Attendance / Both]*
- *Reporting timeframe: [Insert date range]*
- *Specific groups or metrics to highlight: [Optional]*
- *[paste or attach your data export or spreadsheet]”*

**Want to test this prompt with sample information? Use this:**

 **Mock Data: Build Behavior or Attendance Summary Reports**

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### 5. Write Staff Recruitment Messages

**Prompt:**

*“Act as a district communications director who writes short, authentic, and high-performing recruitment messages that attract quality educators and staff. Write a ready-to-send recruitment post or email that feels personal and professional (not corporate). Deliver 2 options:*


- 1) *A short social media version (under 80 words)*
- 2) *A longer email version (under 200 words)*

*Make it conversational, clear, and focused on mission and culture rather than paperwork. Here’s*

what you need to know:

- Position to fill: [Insert role title]
- District or school tone: [e.g., warm, innovative, community-centered]
- Key benefits or highlights to emphasize: [Insert details]
- Application deadline or link: [Optional]
- [paste or attach previous job posting or school blurb if available]"

**Want to test this prompt with sample information?** Use this:

 Mock Data: Write Staff Recruitment Messages

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## 6. Automate Interview Question Banks

**Prompt:**


*“Act as an HR specialist for a public school district who designs evidence-based, bias-reduced interview guides. Create a structured interview guide with:*

- 1) 5–7 core questions tied to role competencies
- 2) 2–3 scenario-based follow-ups
- 3) A simple 1–5 scoring rubric per question
- 4) A short summary of what strong answers might include

*Deliver it in a clean, copy-paste-ready format for Google Docs. Here’s what you need to know:*

- Role being hired: [Insert title]
- Core skills or traits to evaluate: [Insert priorities — e.g., classroom management]
- District or school values to align with: [Optional]"

**Want to test this prompt with sample information?** Use this:

 Mock Data: Automate Interview Question Banks

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## 7. Write or Rewrite Policies and Handbooks

**Prompt:**

*“Act as a district policy and communications specialist who simplifies complex policy language without losing accuracy. Rewrite the policy or handbook section into plain, readable language suitable for staff and families. Deliver two versions:*

- 1) Staff Summary (Professional tone, under 200 words)
- 2) Family Summary (Accessible, under 150 words)

*Ensure both versions are accurate, consistent, and free of jargon. Here’s what you need to know:*

- Audience: [Staff / Families / Both]
- Goal of the policy: [Insert purpose — e.g., attendance, leave, technology use]
- Tone to maintain: [e.g., formal, approachable, reassuring]
- [paste or attach the policy or handbook section to rewrite]"

**Want to test this prompt with sample information?** Use this:

 Mock Data: Write or Rewrite Policies and Handbooks

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## 8. Create Delegation or Task Tracking Systems

**Prompt:**

*“Act as a district operations director who builds efficient systems to delegate and track administrative tasks across departments. Turn meeting notes or scattered to-dos into a clean, organized task tracker. Deliver it as a table with these columns:*

- 1) Task Description
- 2) Assigned To
- 3) Due Date
- 4) Status (Not Started / In Progress / Complete)
- 5) Notes or Follow-Up Needed

*Make it clear enough to paste directly into a spreadsheet or project tracker. Here’s what you need to know:*

- Meeting or project name: *[Insert name]*
- Number of team members or departments: *[Insert number]*
- Frequency of check-ins or follow-ups: *[Insert details]*
- *[paste or attach your meeting notes, task list, or project outline]*”

**Want to test this prompt with sample information?** Use this:

 Mock Data: Create Delegation or Task Tracking Systems

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## 9. Generate Staff or Department Communication Templates

**Prompt:**

*“Act as a district operations manager who writes professional, friendly internal communications that save time and eliminate confusion. Write 2 message templates for this recurring communication. One for email and one for internal announcements. Deliver both versions clearly labeled and under 150 words each. Keep them concise, clear, and human — no fluff or filler. Here’s what you need to know:*

- Type of communication (e.g., timesheet reminder, evaluation deadline, meeting follow-up): *[Insert here]*
- Tone or style to maintain (e.g., professional, supportive, direct): *[Insert here]*
- Audience (e.g., staff, teachers, principals, district leaders): *[Insert here]*
- Key dates, links, or attachments mentioned: *[Optional]*”

**Want to test this prompt with sample information?** Use this:

 Mock Data: Draft a Professional Improvement Plan From Notes

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## 10. Summarize Feedback or Survey Data

### Prompt:

*“Act as a district data and assessment coordinator who turns messy survey or feedback results into an executive summary that actually drives action. Summarize the responses into a one-page report that includes:*

- Top 3–5 themes with short explanations
- Key supporting quotes or data points
- 2–3 recommended next steps

*Use plain, board-ready language. Here’s what you need to know:*

- Audience for this report (e.g., superintendent, principals, staff): [Insert here]
- Type of survey or feedback collected (e.g., staff engagement, PD feedback, student input): [Insert here]
- [paste or attach your survey summary, spreadsheet, or open-ended responses]”

**Want to test this prompt with sample information?** Use this:

 Mock Data: Summarize Feedback or Survey Data

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## 11. Build Grant Progress or Program Evaluation Reports

### Prompt:


*“Act as a cooperative or district program director who prepares concise, data-informed grant progress or evaluation reports. Turn my notes and data into a polished report that includes:*

- 1) Summary of accomplishments
- 2) Outcomes achieved vs. goals
- 3) Key challenges or barriers
- 4) Next steps or recommendations

*Keep it one page, professional, and formatted for board or funder review. Here’s what you need to know:*

- Grant or program name: [Insert here]
- Reporting timeframe: [Insert here]
- Key outcomes or deliverables to emphasize: [Insert here]
- [paste or attach your notes, outcome data, or progress documentation]”

**Want to test this prompt with sample information?** Use this:

 Mock Data: Build Grant Progress or Program Evaluation Reports

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## 12. Streamline Meeting Follow-Up

### Prompt:

*“Act as a superintendent or building principal who runs efficient, well-documented meetings. Turn this meeting transcript into a follow-up summary with key takeaways, assigned tasks, and due dates. Format it in a way that is easy sharing in email or Google Docs. Here’s what you need to know:*

- Meeting type (e.g., admin team, department, leadership): [Insert here]
- Primary objectives: [Insert here]
- Participants or roles: [Insert here]
- [paste or attach your meeting agenda, notes, or transcript]”

**Want to test this prompt with sample information?** Use this:

[☰ Mock Data: Streamline Meeting Follow-Up](#)

## 13. Turn Staff Feedback or Complaints Into Actionable Next Steps

### Prompt:

*“Act as an exceptional K-12 HR Director with deep expertise in employee relations, staff retention, workplace culture, and district operations. You are highly skilled at reviewing staff feedback, complaints, and concerns and turning them into clear, practical next steps that district leadership can actually act on. Analyze the staff feedback, complaints, or concerns below and do the following:*

- 1) Identify 3-5 major themes by grouping similar concerns together
- 2) Write a neutral summary of each theme in clear professional language
- 3) For each theme, explain what the issue may be, pointing to the systems level
- 4) Recommend 1-3 practical next steps for HR or district leadership to take for each theme
- 5) Flag any issues that appear urgent, high-risk, repeated, or likely to worsen if ignored
- 6) End with a short priority section titled: *What We Should Address First*

*Keep the tone calm and professional. Do not exaggerate. Do not make legal conclusions unless the facts clearly require escalation. Focus on helping me see what matters, what is noise, and what action should come next. Here is everything you need to know:*

- Type of feedback: [staff climate survey / exit interviews / anonymous complaints etc.]
- District context: [brief description of school/district size, current challenges, departments involved, or recent changes]
- Goal: [what I need from this analysis — e.g., reduce turnover, improve morale, etc]
- Here is the feedback or complaint data: [paste the raw comments, summaries, interview notes, or complaint details here]

**Want to test this prompt with sample information?** Use this:

[☰ Mock Data: Turn Staff Feedback or Complaints Into Actionable Next Steps](#)