

AI Prompts for Independent School Administrators

These prompts are designed to help administrators leverage generative AI to streamline tasks, gain insights, and improve processes. Use them as-is or adapt them to suit your needs. We hope these inspire you to think of new prompts that match your needs.



Data Analysis and Insights

Use these prompts to interpret, visualize, and gain actionable insights from school-related data.

Survey Analysis: Faculty Engagement

- "This survey includes responses from faculty about job satisfaction and professional development needs. Summarize the main trends, identify any potential issues, and suggest three initiatives to improve engagement."

Faculty Evaluation Trends

- "Summarize trends in faculty evaluations over the past three years. Highlight areas of consistent strength and areas needing improvement, and recommend strategies for professional growth."

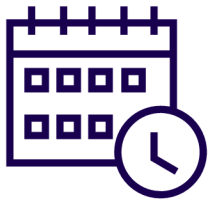
Parent Feedback Insights

- "This dataset includes parent feedback from the past three year's surveys. Identify the most common positive themes and areas of concern. Propose actionable steps to address the concerns and reinforce the positives."

Financial Insights

- "Given this department budget breakdown for the current school year, identify any potential areas for cost savings or reallocation. Suggest three ways to optimize spending without impacting program quality."





Event and Trip Planning

Plan memorable events and trips while managing costs and logistics effectively.

Field Trip Alternatives

- "We need a replacement for a popular field trip due to increasing costs. Here's the description of the field trip as it currently runs. What alternatives can you suggest? Include costs per student in your suggestions."

Comparing Costs for Event Supplies

- "I'm ordering buttons for an event and need to find the best price for a bulk order of 1,500 pins. Can you suggest companies with strong reviews and competitive pricing?"

Getting Feedback on Draft Event Plans

- "I'm planning a meeting for the admissions team—their first of the school year. Develop an agenda for a 3-hour meeting that includes time for planning, updates, and team-building activities."



Policy and Expectations

Develop or refine policies and expectations to better serve your school community.

Student Expectations for Field Trips

- "On our field trips, here are the most common student misbehaviors [list them]. I'm attaching our current expectations document and student handbook. Please suggest revisions that might help diminish unacceptable behavior."



Staff Expectations for Overnight Trips

- "Analyze our current policy and make suggestions to improve clarity in guidelines for staff supervising overnight trips. Include examples of best practices for ensuring student safety, managing schedules, and addressing behavioral challenges."

Critique Your Own Thinking: Cell Phone Policies

- "Six months after implementing our policy requiring students to secure their phones during the day, we've gathered feedback from parents, students, and faculty. Analyze this feedback to identify areas where the policy is succeeding, areas for improvement, and suggestions for adjustments or additional support to enhance its effectiveness."



Communication and Writing Support

Enhance clarity, style, and impact in communications for various audiences.

Editing for Grammar and Style

- "Please identify any errors in this draft and suggest edits for clarity and readability."

Magazine Article Review for Alumni Audiences

- "This article will be published in our school's magazine, read by alumni ages 22-90. Suggest ways to make it clearer and more compelling for a diverse readership."

Presentation Feedback for Faculty

- "I'm presenting to faculty on practical ways to approach reading instruction in their courses. I'm uploading my outline and slides. Please offer suggestions to make my presentation clearer and more engaging."



Thought Partnership Preparing for Conversations

- "A parent has asked to meet to request that we review a number of suggestions she has made. I'm going to upload the text of her emails. Help me prepare for this meeting by suggesting questions she may have. Then, I'll answer the questions and you can role play with me."



Hiring and Leadership

Support hiring processes and leadership development with tailored prompts.

Interview Question Development

- "We're interviewing candidates for the role of Director of Admissions and Strategic Marketing. Share 3-5 tailored interview questions appropriate for someone in [my role] to ask during a group interview"

Creating a Job Description

- "I'm writing a job description for a new position. Here's a bucket list of all the responsibilities and assigned tasks along with our community members' expectations for the new role in note form. We write job descriptions with a focus on competencies. Help draft a job description. What qualifications and qualities should candidates possess?"

Resume and Job Description Analysis

- "Analyze this resume and job description together. Identify strengths and potential areas for growth, then create 5-10 tailored interview questions to assess qualifications, fit, and alignment with our school's mission. Suggest how the new hire might need to grow during their first year of employment"





Strategic Planning and Learning

Support long-term planning and professional learning for your community.

Understanding a New Role or Term

- "I'm learning about the role of a Director of Enrollment Management and Strategic Marketing. What does strategic marketing entail in an independent school setting?"

Predictive Analysis for Academic Performance

- "Using this data on student performance, predict how changes to the schedule (e.g., longer class periods) might impact outcomes. Provide data visualizations to support your analysis."

Developing Professional Learning Goals

- "Help me create professional development goals for our leadership team. Focus on areas like [collaboration, communication, and generative AI integration.]"

