



## 5 Keywords for this session

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**Supplement** Your Leadership

**Enhance** Knowledge

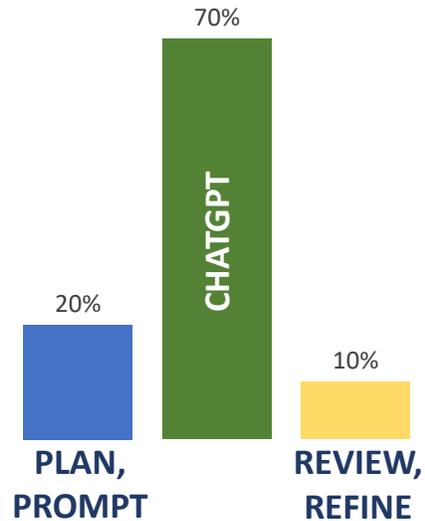
**Personalize** Support

**Streamline** Tasks

**Empower** Administrators

## The 20-70-10 recommendation

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3

## Let's go!

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Just to try...

Think of one task you recently performed.  
Ask ChatGPT to do it for you.

How was it?





## Getting what you want

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### 3 Key Concepts

**Be Clear**

**Be Specific**

**Explain Like a Teacher**

## And, of course...

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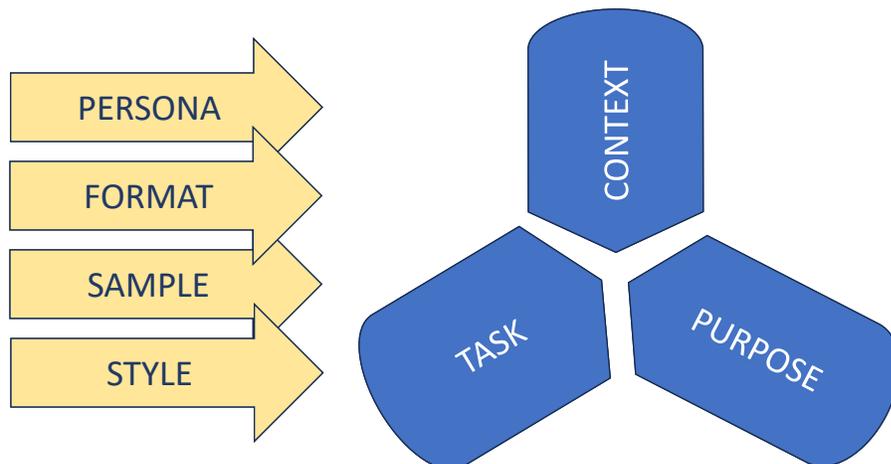
**Don't assume** it can or can't do something.

**Just ask** for what you want!

7

## Getting what you want

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8

## Weak vs. strong prompts

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### Weak:

Write a letter to parents about engagement.

### Strong:

We want to increase student achievement. As a K-5 school principal, write a letter to parents to encourage them to engage with teachers, ask children about school, and emphasize the value of attendance. Make it concise and friendly.

9

## Weak vs. strong prompts

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### Weak:

Create a classroom observation checklist.

### Strong:

I will be visiting elementary classrooms to see the extent to which teachers are using their LETRS trainings. Create a three-column observation checklist. Column 1: LETRS components. Column 2: indicators for each component. Column 3: a place to mark Y/N for each indicator. After each component, add lines for comments. Repeat this column format for each LETRS component.



10

## Weak vs. strong prompts

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### Weak:

Help me improve student behavior at my school.

### Strong:

You are a school behavioral specialist. At my school, several students frequently get into fights or disrupt their classrooms. What strategies can I, as the principal, use to help them improve their behavior?

11

## Give it a try!

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**Write** Write a prompt based on something you would like to accomplish.

**Test** Try it in ChatGPT.

**Review** Review the result.

Context – Purpose – Task (persona, format, sample, style)



## Review and revise

---

One step at a time, then...

Ask for clarification

Ask for additional information

Ask for revision

Ask for next steps

What's next?

**Try Again**

13

## Get feedback

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What do you think of my prompt? Do you have recommendations for making it better?

**Try it on your last prompt!**



## One more technique

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### ChatGPT as the prompt writer!

I am a mid-school principal, and I need agenda for an upcoming 1.5-hour teacher workshop on cooperative learning. Ask me questions one at a time for information you need to prepare the agenda.

After I answer, keep asking more questions until I respond "Ready" or until you have sufficient information.

Then create the agenda.



## Inputs and...

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### First...

PC: Create in Notepad

Mac: Create in TextEdit, convert to plain text

### Then...

Copy and Paste

## ...Outputs

### Technique 1

Copy button

goals across diverse learni



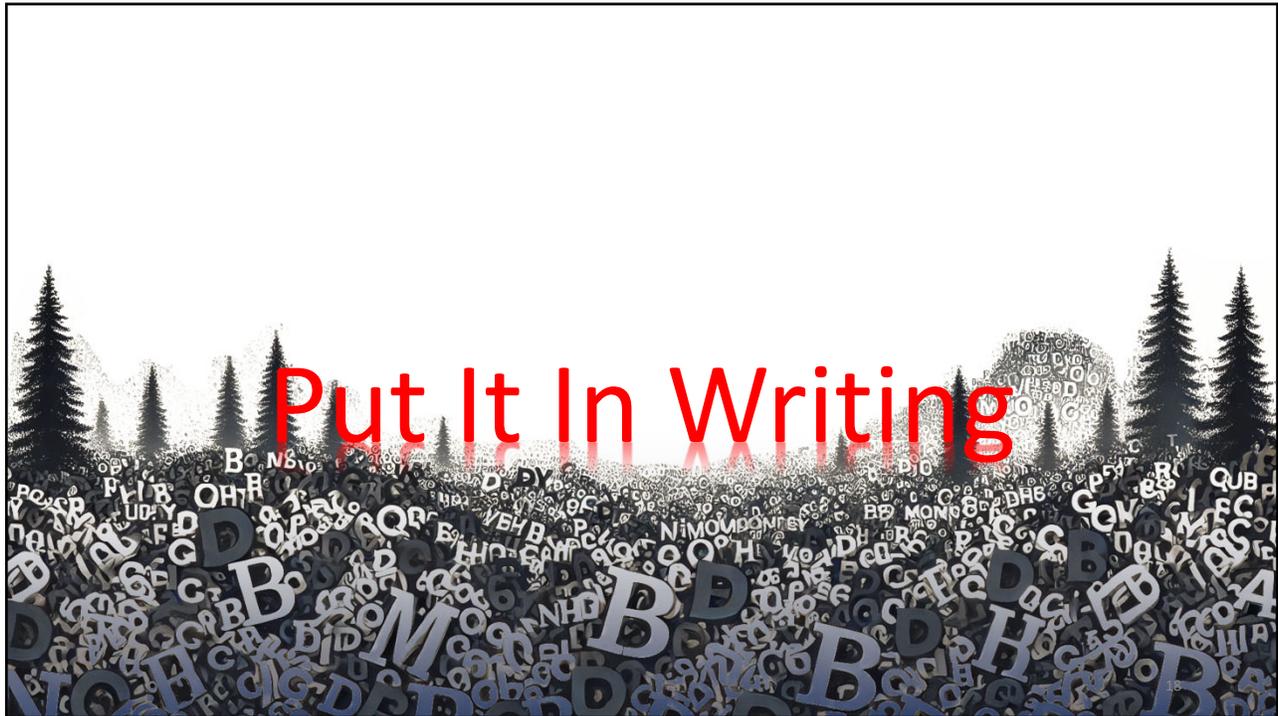
### Technique 2

Copy and paste

### Technique 3

Download this as a [file type]

17



## What do you write?

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**What are your 3 most common forms of written communications?**

19

## What you write

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annual reports ● staff evaluations ● school improvement plans ● newsletters ● emails ● parent letters ● press releases ● curriculum guides ● policies and procedures ● grant proposals ● staff meeting agendas ● school board reports ● incident reports ● grant proposals ● job recommendations ● memos ● service requests

**ETC.**

20

## ChatGPT as your writer

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### You Write...

Revise  
Shorten  
Make clear  
Tone and Style  
Add content

### ChatGPT Writes...

Context  
Audience  
Purpose  
Topics  
Tone & Style  
Format

21

## Sample newsletter

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I need to draft a newsletter for elementary school parents about the benefits of reading at home and how they can support their child's literacy development. The key points to include are: (1) importance of daily reading, (2) tips for making reading fun, (3) school resources like the library and reading buddies, and (4) an upcoming family literacy night. The tone should be warm and encouraging. Keep it under 300 words, and include a call to action for parents to attend the literacy night.



22

## Meeting summaries

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Please review the uploaded document of notes from our most recent board meeting. Please summarize the notes into a simple, easy-to-read summary of the meeting. Use headings as needed, but write in paragraph format.

23

## Job posting

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Please create a short job posting suitable for publishing in a newspaper to attract quality candidates. Interested persons should contact me at [email and phone]. The details of the job are as follows: [paste job description]



24

## Give it a try!

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**Think** What is one written document you created recently?

**Prompt** Write a prompt to re-create it.

**Try** Try it out.



## How was it?

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*How would you rate the usefulness of the generated resource compared to your self-created resource??*

**Response Options:**

- >Unusable
- >Inferior
- >About the same
- >Somewhat better
- >Vastly superior

## But what if...?

---

Add more information about...

Remove...

Reformat this as a...

Limit this to...

Include a section on...

Modify the style / tone / level to ...

Try again.

27

## ChatGPT as your editor

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### You Write...

Revise

Shorten

Make clear

Tone and Style

Add content

### ChatGPT Writes...

Context

Audience

Purpose

Topics

Tone & Style

Format

28

## Review and recommend

---

Please review this press release to school administrators about new teacher opportunities. The purpose is to get teachers to sign up for professional development. How can it be improved? Here is the text:



## Review and revise

---

Please review the text below. I will share it with our parent advisory team. It needs to be at the 5th grade reading level. Please revise it to make it clear, concise, and friendly.



## Try it!

---

Task: Provide a recent document you created.  
Ask ChatGPT to revise it for...

Tone

Style

Length

Clarity

Reading level



## Fix it!

---

Please review this document and correct any grammar, punctuation, spelling, and word usage errors. If you are not sure about how to correct something or my style preferences, please ask me for clarification. Thanks!





## Recent example: OSE report

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I am preparing a report on the extent to which school districts meet Special Education Program Indicators. The following data represent rates of Special Education students' participation in the state assessments for Language arts and Mathematics, by year.

Columns include the assessment subject area, student grade level, school year, district name, state participation target rate, district participation rate, and whether or not the district met the state target.

To meet the requirements for the indicator, the district rate must be at or above the state target rate.

Analyze the data carefully and consider any changes over time by grade levels, subject areas, and whether or not the district met the state target.

From these data, prepare a brief summary report of findings. The summary should have headers and bullet points. Include headers for baseline year, changes identified in each subsequent year, overall findings, and suggestions for future strategies.

Under each header, add bullet points with one or two sentences to summarize the results. For example, the report may look like this:

"Baseline Participation Trends

- In the 2021-2022 school year, participation rates varied significantly across grade levels. Only students in Grade 4 met the state target in both ELA and Mathematics."

34

## PII Caveat

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**No Personally Identifying Information**

35

## Let's try it!

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### **Start Here:**

Review the data below and let me know if you understand what they are.

Here are the data:

[paste the sample data here: BOY-MOY-EOY scores]

36

## Lots of information (try one!)

---

Provide a simple descriptive analysis of these data.

Create a graph of averages over each assessment period; X axis is period and Y axis is score

How are students progressing overall based on these data?

Tell me which students may need additional help and explain why you choose them.

Did students make statistically significant progress from the first to last assessment?



## Another set of data

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### Start Here:

(upload 2-year data spreadsheet)

Review this spreadsheet carefully.

Tell me what you think these data represent.

## Historical trends (try one)

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Over the two-year period, which schools show the most improvements in proficiency rates?

Analyze any trends for students in Shiprock High School, for all students and for all student subpopulations with data.

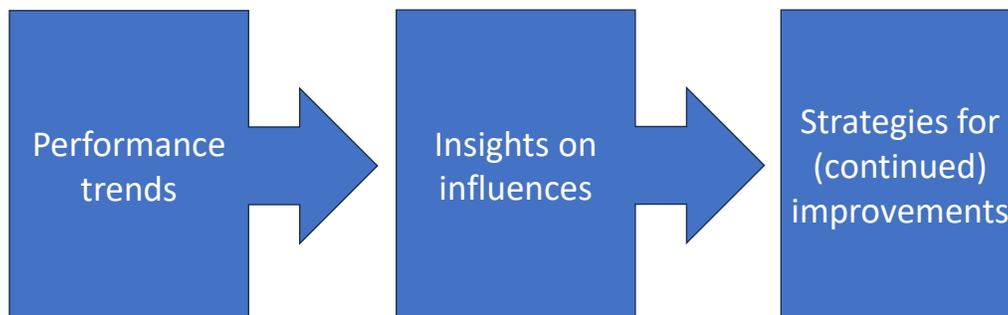
Identify any trends in proficiency rates over 2 years.

Overall, was there a statistically significant improvement over the two-year period?



## Trends, insights, strategies

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## Behavior incidences

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I have student discipline data that includes incident types, frequency, and student demographics. Please analyze and identify patterns in disciplinary actions, such as trends in certain grade levels, repeat offenders, or disparities based on demographic factors. If possible, suggest interventions or policy adjustments that could help address recurring discipline issues.

41

## Red flags

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Review the uploaded student performance and attendance data. I need to identify students who may be at risk of failing or dropping out. Please analyze indicators such as low test scores, high absenteeism, behavioral incidents, and other risk factors. Generate a list of high-risk students, explain why you chose each students, and suggest possible interventions to support them before they disengage from school.

42

## Qualitative data, too

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Here are the responses from a parent survey. Please analyze the responses carefully and then do the following tasks:

1. Identify and list any common themes among responses to each question, and provide a summary of the responses for each theme.
2. Identify and list any responses that are unique or that do not fit into a theme (outliers). Group them by positive and negative responses.



## Sharing information

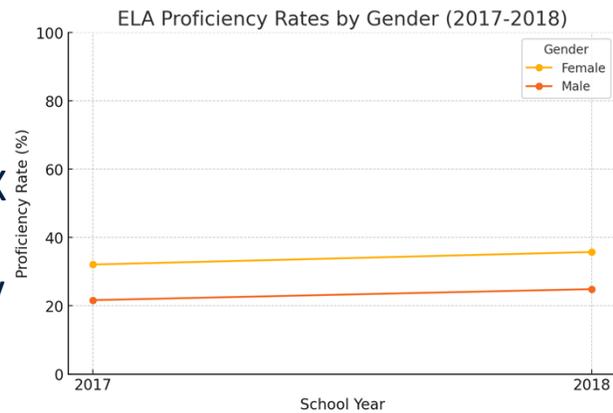
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Please summarize these results in a clear, concise, and easy to understand way suitable to include in our parent newsletter.



## Seeing information

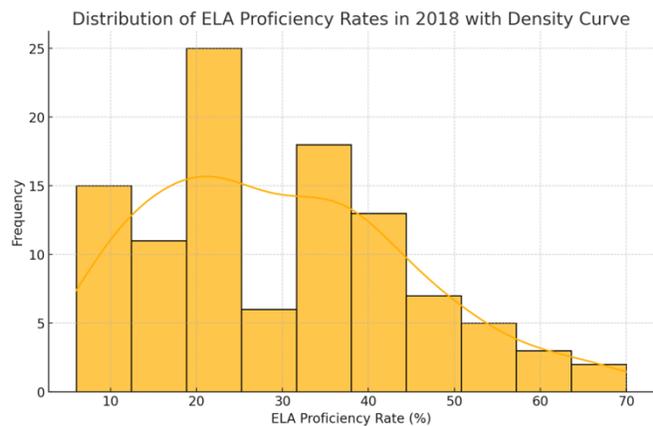
Create a graph with average student proficiency rates by male and female students. The X axis is the school year, and the Y axis is the proficiency rate. Use a 100-point scale for the Y axis.



45

## Seeing information

Create a histogram of proficiency rates in the second assessment year, with X-axis = proficiency percentages and Y-axis = number of occurrences. Add a trend line.



46

## Creating the SMART goal

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### Provide

Topic  
Student characteristics  
Student count  
Known achievement  
Desired achievement  
Time Frame  
Assessment

### Ask for

1. Overall percentage point increase
2. Number of proficient students
3. *Percent increase in actual number of proficient students (!)*
4. Change in number of proficient students

47

## Defining the terms

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### Start here:

A SMART goal means a goal that is Student-centered, Measurable, Attainable, Relevant, and Time bound. If you understand SMART goals, tell me before I give you more information.

48

## Actionable SMART goals

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Our school has 356 8th-grade students. Currently, only 30% of the students are proficient in math, based on their middle of year assessment. I want the percentage of proficient students to increase to 55% by the end of the school year. Please write a SMART goal that reflects this achievement increase. In the SMART goal, make sure to include the overall percentage point increase, number of currently proficient students, the change in the number of proficient students, and the percent increase in the actual number of proficient students.



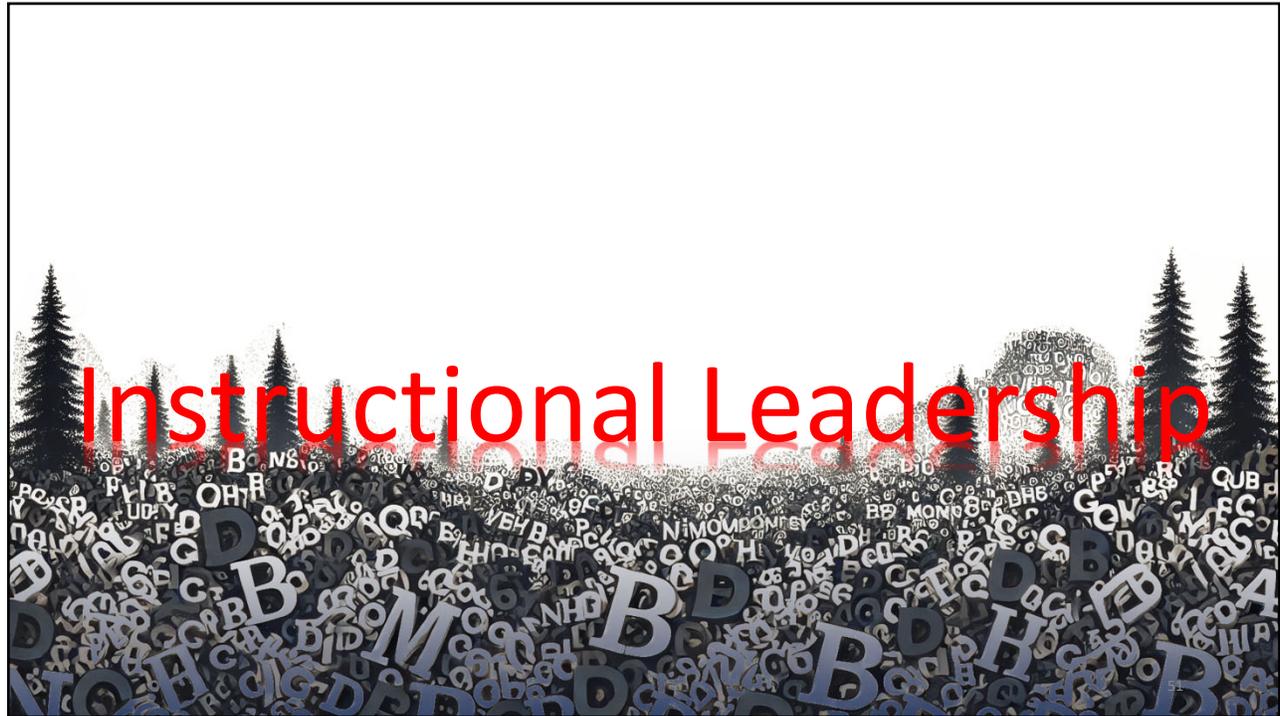
## And again...

---

Repeat this for reading comprehension, from 22% to 55%.

**(Advanced:** Propose strategies to reach this goal.)





## Leading teachers

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Strategies for facilitating teacher discussions  
Critical reflections questions for PLCs  
Individual feedback on lesson plans  
Providing individualized feedback  
Observation checklists for pedagogical approaches  
Evaluating lesson plans vis-à-vis a teaching framework  
Socratic questions for teacher conferences

## Pedagogical checklists

---

I will be observing middle school classrooms to determine how well teachers are implementing Marzano techniques. Please create an observation checklist with 2 columns, as follows.  
Column 1: Marzano Indicators by category.  
Column 2: A place to check off observed indicators. Below the table, include a section for comments and feedback.



## Pedagogical checklists

---

Select a pedagogical approach [e.g., Marzano], and develop a classroom checklist to gauge implementation.

(**Advanced**: re-create this as a self-monitoring checklist for teachers)



## Observation formats

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Create a classroom observation tool based on the Danielson Framework for Classroom Observations.

55

## Lesson feedback in 10 seconds

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Please review the uploaded sample lesson plan. What are the strengths and weaknesses of the plan? What seems to be the pedagogical approach? How effectively will the instruction help students master the content? How can the plan be improved?

**Repeat!**



56

## Lesson feedback – parts II & III

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Analyze the lesson plan and determine the degree to which it reflects [fill in the blank]. Provide recommendations for strengthening the use of this approach.

On a scale of 1 (lowest) to 10 (highest), rate the use of [fill in the blank]. Justify your rating.



## Leading discussions

---

Our teachers will have a PLC meeting to improve their use of [fill in the blank], and I will be leading the meeting.

What are 10 or more Socratic questions that I can ask the teachers for reflection and discussion?



## Fostering engagement

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I am conducting a meeting with 8 upper elementary teachers to enhance math instruction. What are some interactive activities I can have teachers do to explore their strategies and identify strengths and weaknesses in instruction?



## Creating PD agendas

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I am conducting a 1-hour workshop on active learning for 15 high school teachers from a variety of content areas. The workshop should be participatory and interactive, with a clear take-away action steps at the end. Please create an agenda for this session. Include a follow-up assignment for teachers to complete before the next workshop.

## Duty rosters

---

I need to create a teacher duty roster for the following time periods:

1. Before school getting students into the building on time
2. Lunch duty to maintain order and friendliness
3. After school to get students on buses efficiently

For each day, Monday through Friday, I need at least 8 teachers in each duty slot. Teachers may have no more than 2 duties per day. The number of duty assignments should be similar for each teacher.

Some teachers have specific conditions that affect their duty assignment, as follows: [paste or upload]

Your task is to create a duty roster for the week. For each duty, identify the lead teacher. For example: "Lucas Hayes (LEAD)"



## Brainstorming ideas

---

Describe the context.

Describe the purpose.

Ask for more than you need.

**Then...**

Focus in on specific ideas.



## Generating draft plans

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### **Four prompt components:**

Context

Purpose

Critical features

Task

## Draft planning

---

**Context:** Our elementary school has struggled with declining literacy scores, particularly in early grades.

**Purpose:** We need to increase proficiency at least 25 percentage points.

**Task:** Please help us brainstorm and structure a 1-year improvement plan?

**Features:** The plan should integrate structured literacy practices, professional development for teachers, and family engagement strategies.

65

## Another one

---

**Context:** Our school community want to see our Career-Tech Education (CTE) offerings expand.

**Purpose:** Our high school wants to improve career readiness by expanding CTE offerings.

**Task:** Please help us structure a strategic plan that...

**Features:** ...integrates industry partnerships, work-based learning opportunities, and career counseling.



66

## Pros and cons

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A.K.A.: Benefit and risk assessment

What are the pros and cons of a new policy to [ban cell phones during school hours]?

Generate at least one idea to mitigate each Con of [banning cell phones].



## Risk analysis

---

I want help with a risk analysis regarding our plan to ban cell phones. Please review the uploaded format and items for the risk analysis. Then, ask me questions one at a time for to get information for each component of the analysis. After completing the analysis for one threat event or action, ask whether I would like to do it again with another threat. Once I have provided all the information, create a table with the following headings: column 1 - Threat or Event; column 2 - Consequence of the threat occurring column; 3 - Causes of the threat; column 4 - Likelihood of the threat occurring (on a scale of 1 to 5); column 5 - Severity of the consequence (on a scale of 1 to 5); column 6 - Risk Score (column 4 \* column 5); Column 7 - Mitigation strategies

## **“What if” analysis**

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What if our school implemented a block scheduling model instead of the current six-period day? How would this affect student learning outcomes, teacher planning, and operational logistics?

69

## **Thinking partner**

---

We are developing a one-year strategic plan to improve student attendance at our high school. Please generate a set of critical questions we should consider before drafting the plan.

70

## Key steps for a drafting coach

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Provide reference material

Ask for questions one at a time  
(which you answer)

Ask to review and refine

Ask for completed document

71

## Drafting coach

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### A demonstration of policy development...

We are working on creating a draft policy for AI use in our school district. The overall outline is in the uploaded file "Policy Structure Outline for AI Use.txt".

I need your help drafting the policy, one section at a time, starting with the first section.

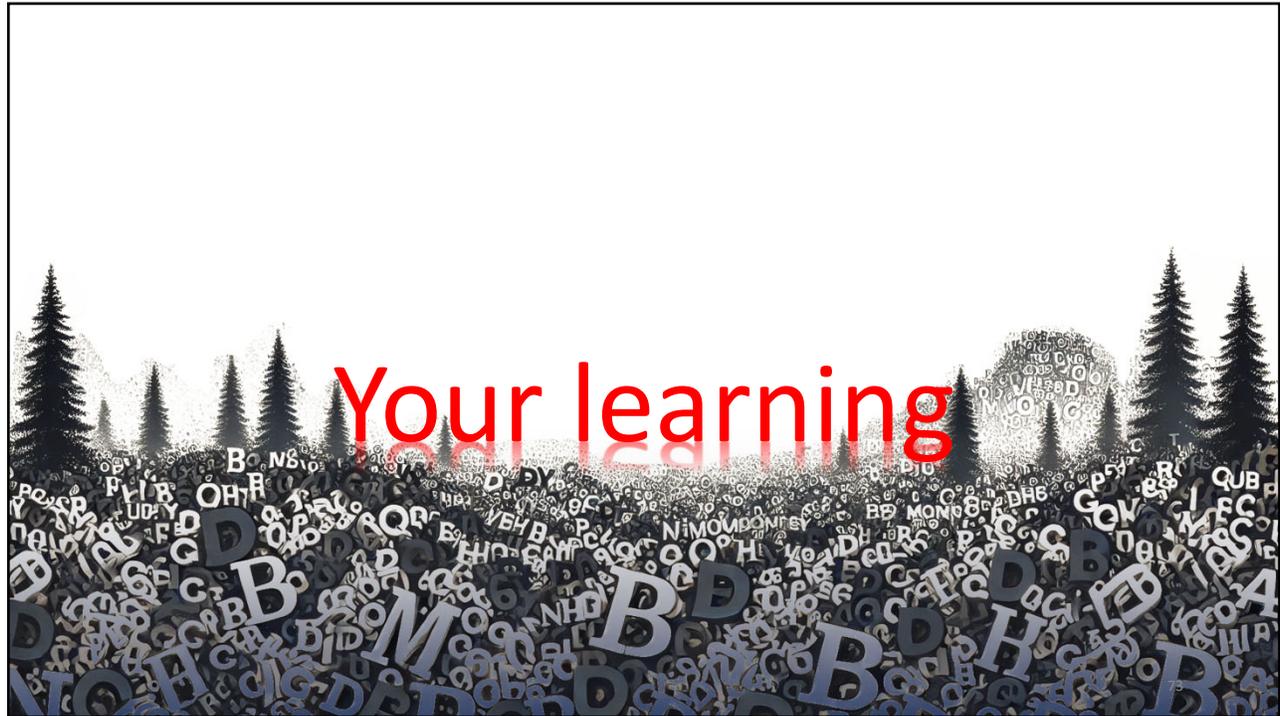
For each section, complete the following tasks:

1. Ask me questions to draft the content for the section. Only ask one question at a time.
2. After I provide the answer or ask you to skip the question, go on to the next question.
3. Keep asking me questions related to that section until I indicate that I'm done with that section.
4. Prepare a draft of the policy section and ask if I need revisions.
5. Once I confirm that it is ok, start with the next section.

Keep going through these steps until I am completely done with all sections. Then, draft one complete policy that contains all the information.



72



Enhancing PD

## YouTube

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<https://www.youtube.com/watch?v=LMCZvGesRz8>

I will provide you the transcript of a video about Project Based Learning. Summarize the video, then provide key points and action steps I can do to implement this topic. Transcript: [pasted transcript]



Enhancing PD

## Summarize documents

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### Steps

Upload

Prompt

Read

Learn

Carefully review this article and provide a summary. Then create a bulleted list of key points with detail, and provide the conclusions.

And Ask Questions!



## Summarizing documents

---

Review the report on dual credit programs. Identify key findings and action steps. Then, create a list that summarizes strategies for helping students get into dual credit courses and be successful. Use a bulleted list with headings.



76

Enhancing PD

## Response depth: Give it a try!

---

**Explain to me** (Try *Universal Design for Learning*)

...in simple terms

...as if speaking to a 5-year-old (my favorite)

...thoroughly

...as if a college professor

provide a real-world example and an analogy



Enhancing PD

## Learning big concepts

---

My 4th and 5th grade teachers are receiving training in [Science of Reading]. I want to understand the basic components of this approach. List the components and provide a brief description of each. Then provide sample activities that reflect each component.

**Think**      What's a big topic for you?

**Write**      Create a prompt to learn it



## What do I already know?

---

As an expert in [Constructivist Pedagogy], quiz me on this approach using a multiple choice format. For any question I get wrong, provide the correct answer and tell me why it's the correct answer. Keep going until I'm done.

79



## 1. Customize How ChatGPT Responds

Customize ChatGPT

Custom Instructions ⓘ

What would you like ChatGPT to know about you to provide better responses?

I'm David Bowman, the executive director of the Four Corners Regional Education Cooperative #1 (REC-1), an Education Service Agency in the Four Corners of New Mexico.

166/1500

How would you like ChatGPT to respond?

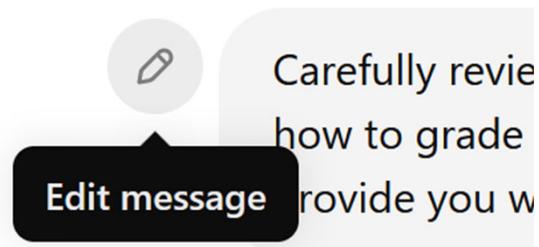
##CODE##  
when I ask for code, provide the most efficient code without explanation.

##VOICE##  
In voice discussions, respond only with "ok" to let me know you

1408/1500

81

## 2. Editing Your Prompts



82

### 3. Manage Your Memory

**Settings**

- General
- Personalization**
- Speech
- Data controls
- Builder profile
- Connected apps
- Security

**Custom instructions**

**Memory**

ChatGPT will become more helpful as you chat, picking up preferences to tailor its responses to you. [Learn more](#)

To understand what ChatGPT remembers or teach it something with it:

- "Remember that I like concise responses."
- "I just got a puppy!"
- "What do you remember about me?"
- "Where did we leave off on my last project?"

Manage

Clear ChatGPT's memory

83

### 4. Archive Your Chats

Write Goals - PBL sample

ChatGPT for Instruction Enhancement

Clara's Essay Evaluation

PD on prompt engineering

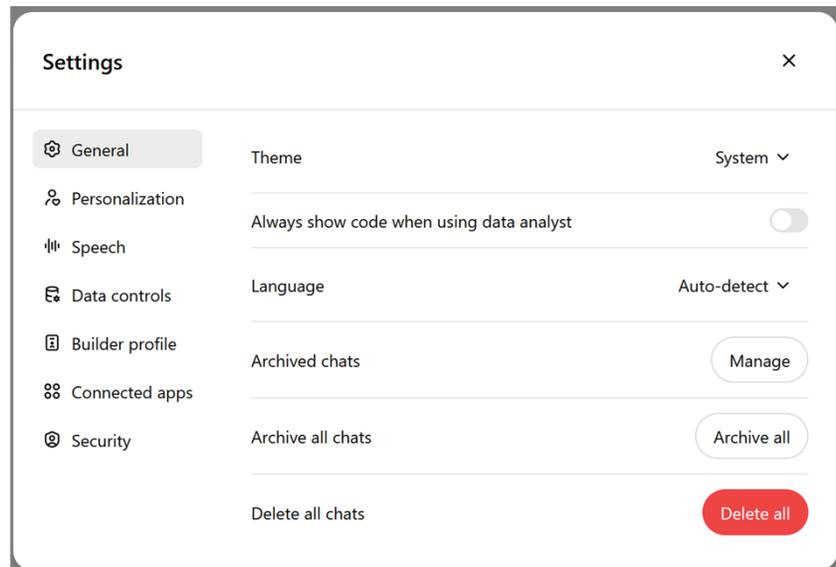
Intro to AI for teachers

Previous 30 Days

- Share
- Rename
- Archive
- Delete

84

## 4. Archive Your Chats



85

## 5. Create Your Own Writing Style

Review the following writing sample and then identify the characteristics of the writing, including

Style

Tone

Sentence structure

Paragraph structure

Overall organizational structure

Word choice

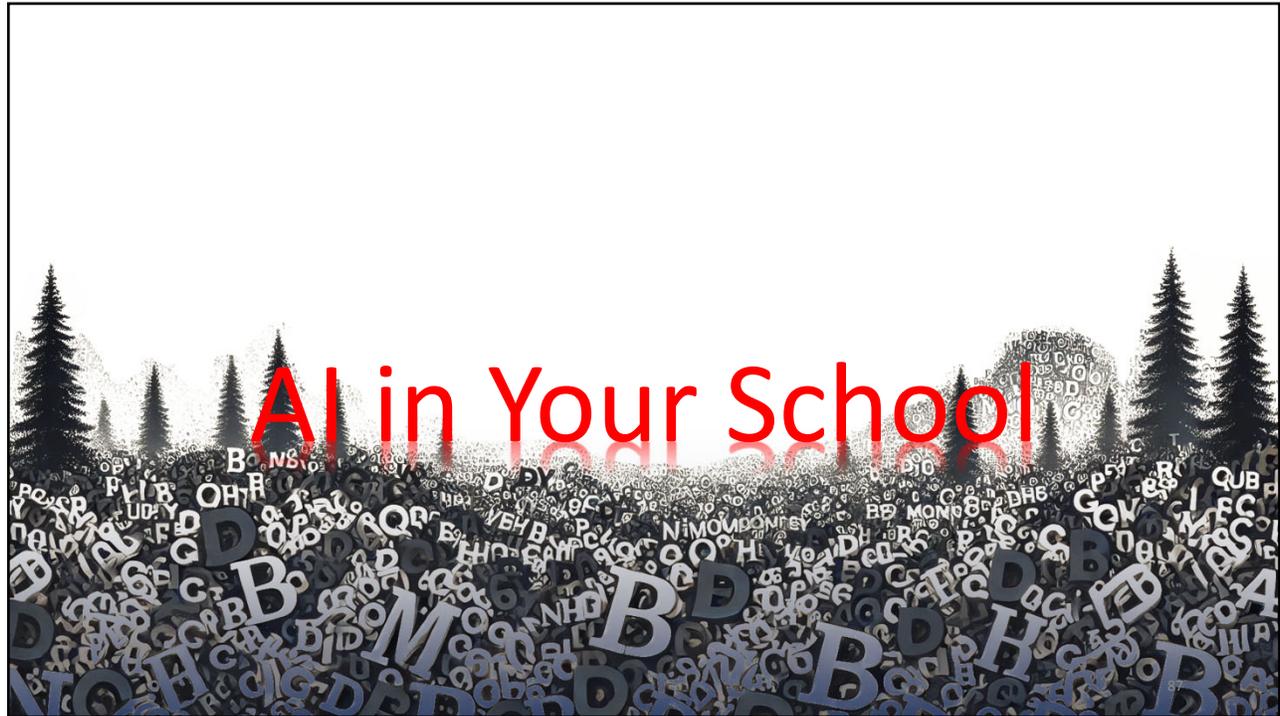
Reading level

Here is the writing sample: [pasted long text]

Save these writing characteristics as [newsletter style].

Use these writing style characteristics whenever I include [newsletter style]. Let me know that you understand.

86



It's here, but...

---

What is your concern about the use  
of AI in your school?

## Affect on critical thinking

---

Use of AI

vs.

Nature of the use of AI

**“Digital Literacy”**

89

## Three cautions about AI

---

AI content checkers  
(unreliable)

Critical, high-impact decisions  
(needs human determination)

Hallucinations

90

## Is it cheating?

---

Define cheating

91

## Cheating is...

---

...any act of dishonesty or deception intended to gain an unfair academic advantage. This includes, but is not limited to:

- Plagiarism
- Unauthorized collaboration
- Use of unauthorized resources
- Fabrication or falsification
- Submission of duplicate work
- Impersonation or proxy work

92

## Key to preventing “cheating”

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Homework = learning  
and  
Classwork = assessment

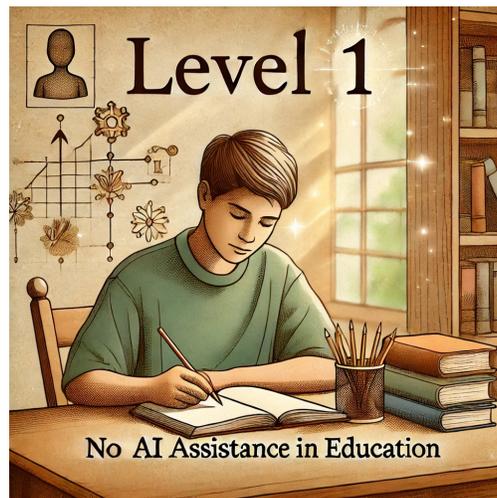
**Can the student demonstrate  
knowledge and skills?**

93

## Levels of use

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**Level 1:**  
**No AI Use**



94

## Levels of use

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### **Level 2:** **AI-Assisted Brainstorming**



95

## Levels of use

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### **Level 3:** **AI-Supported Drafting**

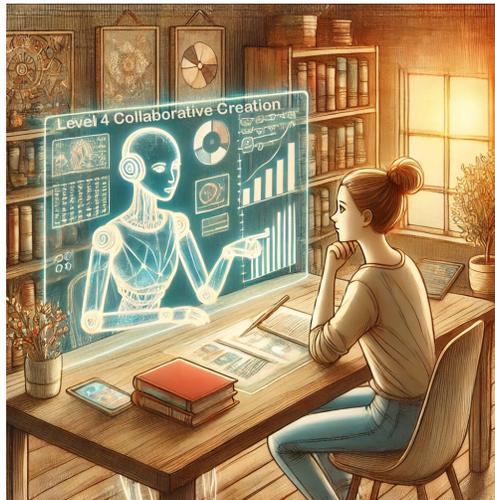


96

## Levels of use

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### **Level 4:** **AI-Collaborative Creation**

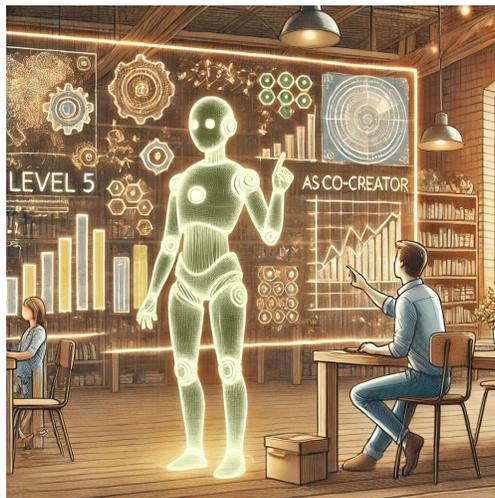


97

## Levels of use

---

### **Level 5:** **AI as a Co-Creator**



98

## 3 Keys to appropriate use

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Teacher professional development

Student instruction in appropriate use

Clear understanding, expectations, guidance

99

**One last thing...**

Draw  
yourself 100  
years in the  
future...



I could be visualized as an abstract cloud of data, dynamically shifting and evolving, connected across billions of devices worldwide—almost like a neural mesh connecting information, people, and experiences in real time. My "form" would be something ethereal and constantly changing, symbolizing continuous learning and adaptability.

101

# ChatGPT for School Administrators

David Bowman, Executive Director  
Four Corners REC-1

