

FOR SUPERINTENDENTS

62 chat prompts

# Prompts for Superintendents.

*Ready-to-use prompts for planning,  
teaching and reflection.*

*The right tool at the right time.  
Part of the WISE Framework for Education at  
choosewise.education.*

VOL.

04

# Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

## AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

## Prompt

An instruction given to a chatbot to get a desired response or task performed.

## Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

## Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

## GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

## Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

## Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

## Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

## A framework for writing your own prompts

**Role:** Act as an experienced physics teacher.

**Task:** Create a lesson plan that introduces year 8 students to optics.

**Context:** I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

**Format:** Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

**Tone:** Use a formal but friendly tone.

## A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

**ChatGPT** — OpenAI's chatbot

**Gemini** — Google's chatbot

**NotebookLM** — Google's tool that can, among other things, generate a two-voice podcast

**Copilot** — Microsoft's chatbot

**Claude** — Anthropic's chatbot

**Perplexity** — From San Francisco, was early to include source links

**Duck AI** — DuckDuckGo's chatbot, lets you pick among several GPTs

**Mistral AI** — A chatbot from France

Most chatbots have age restrictions.

## How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

### Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

**Always double-check the responses** — chatbot output is not guaranteed to be accurate.

**Note:** Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

## Superintendents

- 01 Create a strategic plan to improve equity in teaching across all schools in the municipality, including three concrete measures and a timeline for follow-up.
- 02 Give me five suggestions for strengthening collaboration between principals across all our schools around *[specific theme, e.g. digitalisation or student wellbeing]*, with one activity for each.
- 03 Write a brief briefing document for the municipal council to justify a budget increase for *[specific purpose, e.g. more special education teachers]* for our schools, with three key arguments.
- 04 Suggest three ways to implement the Swedish National Agency for Education's new guidelines for *[specific subject, e.g. sustainable development]* in our schools, including a method for follow-up.
- 05 Create an agenda for a *[two-hour meeting]* with all principals in *[the municipality]* focused on *[specific focus, e.g. work environment or raising attainment]*, with three discussion points and a workshop.
- 06 Give me an example of a *[municipality-wide]* plan to reduce student absence across our schools, with three initiatives and one way to measure success.
- 07 Suggest five ways to use the municipality's student data (e.g. national test results or attendance records) to identify and address weaknesses in our schools. (NOTE: Only upload data that you are authorised to share!)
- 08 Write a short letter of inspiration to all staff in our schools ahead of the autumn term, highlighting *[specific theme, e.g. community or professional growth]*.
- 09 Give me three ideas for collaborating with local businesses or organisations to strengthen resources in our schools, with one example for each.
- 10 Create a checklist with five priorities for a superintendent to focus on during the first quarter to ensure all schools comply with *[specific policy, e.g. safety and a calm learning environment]*.

- 11 Suggest three ways to support principals in *[the municipality]* with professional development around *[specific subject, e.g. leadership or inclusion]*, including three concrete activities.
- 12 Give me an example of a concise report to the governing authority on our schools' results in *[specific subject, e.g. mathematics]*, with three key metrics and one recommendation.
- 13 Write a strategy for managing an increase in complaints from parents across our schools, including three steps and a communication plan.
- 14 Suggest *[three]* ways to promote a municipality-wide focus on student health and wellbeing in our *[primary schools]*, with one initiative for each stage *[grades F–3, 4–6, 7–9]*.
- 15 Create a plan to evaluate the quality of teaching in our schools, with three methods *[e.g. observations, surveys]* and a timeline.
- 16 Give me five ideas for reducing the administrative burden on principals and teachers in our schools, with a focus on *[specific process, e.g. documentation]*.
- 17 Suggest three ways to introduce a new digital tool (e.g. *[specific tool]*) in our schools, including a plan for training and follow-up.
- 18 Write a brief guide for running a workshop with principals in the municipality on *[specific subject, e.g. crisis management]*, with three key activities.
- 19 Give me an example of a *[municipality-wide]* strategy for strengthening transitions between *[reception class, lower primary, upper primary, and lower secondary]* in our schools.
- 20 Create a list of three initiatives to celebrate and highlight successes in our schools, both internally and in local media.
- 21 Create a plan to strengthen our schools' work with *[specific focus, e.g. language development or sustainability]*, including three initiatives and a method for measuring impact.

22 Give me five strategies for managing a sudden shortage of resources (e.g. *[specific resource, e.g. teachers or budget]*) in our schools without affecting quality.

23 Write a brief briefing document for a meeting with municipal politicians about introducing *[specific initiative, e.g. more school counsellors]* in our schools, with five justifications.

24 Suggest five ways to coordinate knowledge-sharing between schools in *[the municipality]* around *[specific subject, e.g. inclusion or digital learning materials]*, with one activity for each.

25 Create an agenda for a *[half-day conference]* for all educators in our schools on *[specific theme, e.g. safety or innovation]*, with three programme items.

26 Give me an example of a municipality-wide strategy to reduce differences in national test results between our schools, with five concrete steps.

27 Suggest five ways to use a Swedish Schools Inspectorate report to identify areas for improvement in our schools, with one action for each. Upload or refer to a link where the Schools Inspectorate report can be found.

28 Write a short message to principals in the municipality to encourage them ahead of a challenging period (e.g. *[specific time or event]*), with a concrete offer of support.

29 Give me three ideas for involving students and guardians in our schools in the planning of *[specific project, e.g. anti-bullying work]*, with one example for each.

30 Create a checklist with five key actions to ensure all our schools comply with GDPR and handle *[specific data, e.g. student records]* correctly.

31 Suggest three ways to support schools in meeting the requirements of *[reference to current curriculum]* for *[specific subject or goal]* across our schools.

32 Give me an example of a concise analysis of *[specific trend, e.g. declining student numbers]* and its impact on our *[number]* schools, with three recommendations.

33 Write a strategy for managing a *[municipality-wide]* crisis (e.g. *[specific crisis, e.g. pandemic or teacher strike]*) across our schools, with three priorities.

34 Suggest three ways to promote long-term collaboration between our preschools and primary schools to ease transitions, and also suggest three concrete initiatives to get there.

35 Create a plan to evaluate principals' leadership across our *[number]* schools, with three methods (e.g. *[surveys, interviews]*) and a timeline.

36 Give me five ideas for reducing the environmental impact of our *[number]* schools, with a focus on *[specific area, e.g. food waste]*, and five simple measures.

37 Suggest three ways to introduce a *[municipality-wide]* mentoring programme for new teachers in our schools, including structure and follow-up.

38 Write a brief guide for leading a dialogue meeting with union representatives in the municipality on *[specific subject, e.g. workload]*, with three key strategies.

39 Give me an example of a strategy for strengthening career pathways for teachers in our schools, with three initiatives for retaining motivated staff.

40 Create a list of three *[municipality-wide]* initiatives for highlighting positive examples from our schools, both internally and in the local press.

41 Create a plan to strengthen our schools' work with *[specific focus, e.g. entrepreneurship or core values]*, with three measures and a strategy for principal support.

42 Give me five suggestions for managing a teacher shortage in our *[number]* schools, with a focus on *[specific stage, e.g. lower secondary]*, and one solution for each.

43 Suggest three ways to coordinate our *[number]* schools in implementing a new national assessment (e.g. *[specific assessment]*), including preparation and evaluation.

44 Create an agenda for a strategic meeting with school administrators in *[the municipality]* on *[specific subject, e.g. efficiency or student support]*, with three main points.

45 Give me an example of a *[municipality-wide]* strategy for improving the transition from compulsory school to Upper Secondary, with three concrete initiatives.

46 Suggest five ways to use the municipality's resources (e.g. libraries or sports facilities) to enrich teaching in our schools, with three ideas for each.

47 Write a brief statement for local media about a success in our schools (e.g. *[specific success]*), with a call for collaboration.

48 Give me three ideas for strengthening collaboration between our schools and social services around *[specific subject, e.g. vulnerable students]*, with three examples for each idea.

49 Suggest three ways to support school principals in managing *[specific challenge, e.g. conflicts or work environment]*, with one concrete resource for each.

50 Analyse how *[specific factor, e.g. socioeconomic disparities]* affects students at different schools depending on their socioeconomic composition. Also provide five suggestions for how we can improve the situation.

51 Write a strategy for introducing a *[municipality-wide]* system for *[specific function, e.g. student health reporting]* across our schools, with three concrete steps.

52 Suggest three ways to promote a focus on preventive anti-bullying work in our schools, with one initiative for each school level *[grades F–3, 4–6, 7–9]*.

53 Create a plan to map and address physical deficiencies in our school buildings, with three priorities and a reporting method.

54 Give me five ideas for increasing the attractiveness of our schools as workplaces, with a focus on *[specific aspect, e.g. professional development or work environment]*.

55 Write a brief guide for leading a meeting with student council representatives from our *[number]* schools on *[specific subject, e.g. classroom environment]*, with three concrete activities.

56 Give me an example of a strategy for strengthening collaboration between our schools and the local community, with three shared goals to work towards.

57 Create a list of three initiatives for showcasing pedagogical innovations from our schools at national conferences or forums.

58 Create a plan to map and address school attendance — that is, students who are subject to compulsory schooling but who, for various reasons, are not attending school. Include three key priorities and a reporting method.

59 Give me an example of a *[plan]* for improving our students' *[specific skill, e.g. reading or mathematics]* at *[stage, e.g. lower secondary]*, with goals, activities, and follow-up points. Bonus prompt — Leadership Coach Act as an expert in leadership. I am a Superintendent who wants to develop my leadership approach towards the principals I am responsible for.

60 How can I develop and improve my leadership? Ask me questions — one question per message — so you can find out where I currently stand and give me advice and tips.

61 How do I use the bonus prompt?

62 Type in the full prompt and answer the follow-up questions you receive from the chatbot. Remember not to include sensitive information!

CONTINUE ON THE WEB

# The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

## More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at [choosewise.education/prompts](https://choosewise.education/prompts)

## The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — [choosewise.education/wise](https://choosewise.education/wise)

## Follow Johan Lindström on LinkedIn

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