

Enhancing Superintendent Leadership with ChatGPT Teams: A focus on efficiency and Communication

Dr. Jon Tienhaara
Superintendent
South Bend School District




Overview of AI Communication

- From chatbots to advanced systems like ChatGPT, AI tools are now capable of understanding context, generating human-like responses, and assisting in complex document creation.
- This evolution has led to AI becoming a crucial tool in various sectors, streamlining workflows, and improving efficiency.



How do you currently use AI?



-  I don't...
-  Automating Administrative Tasks
-  Enhancing Communication
-  Data Analysis and Decision Making
-  Professional Development and Training
-  Student Support and Engagement



Importance for Superintendents

- AI tools can assist superintendents in drafting communications, creating policy documents, and engaging with the community efficiently.
- By leveraging AI, superintendents can ensure consistency in messaging, save time, and focus on strategic leadership tasks, ultimately enhancing the educational experience for both staff and students.



Understanding ChatGPT

- ChatGPT is an AI developed by OpenAI, designed to understand and generate human-like text based on the prompts it receives.
- It's trained on a diverse range of internet text up to its last update in April 2023, capable of assisting with various tasks from writing to problem-solving.
- It's important to remember ChatGPT has limitations and operates within the bounds of its training data, unable to access or retrieve personal data unless shared during the conversation.





Innovative Uses in School Administration

- ChatGPT can assist in drafting diverse documents, from parent newsletters to policy drafts, saving time and ensuring clarity.
- Use AI for reviewing and summarizing reports, making data-driven decisions easier.
- Engage your community with AI-crafted messages, enhancing public relations efforts with consistent, well-crafted communication.

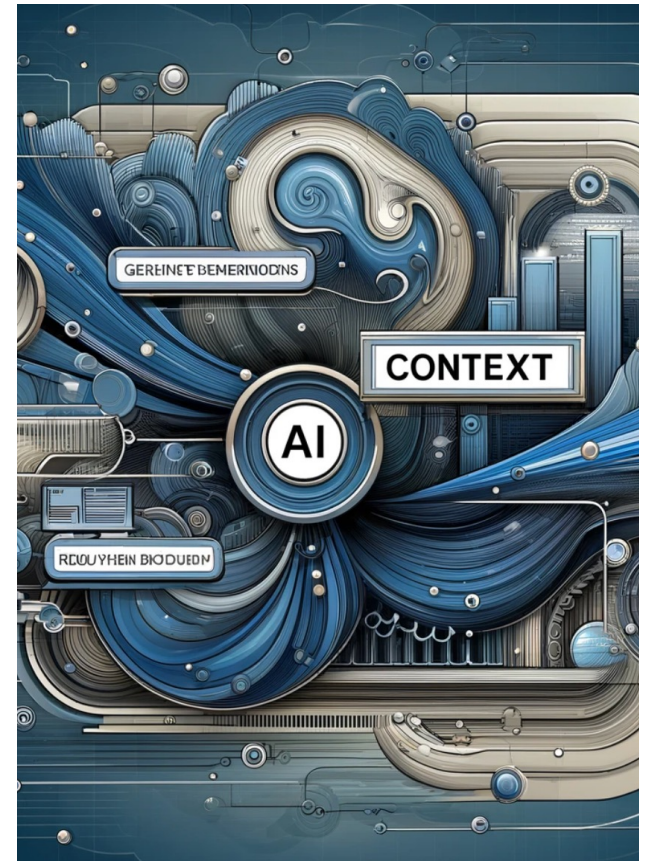
Crafting Effective Prompts

- The key to maximizing ChatGPT's utility lies in the art of crafting effective prompts—specific instructions that guide the AI to produce desired outcomes.
- A detailed prompt yields more precise responses, while vague prompts may lead to generalized answers.
- Example: Transforming a simple request like “write a letter” into “draft a letter to parents about the new school policy, focusing on safety and inclusivity,” produces more targeted and useful content.



Leveraging Context for Precision

- Providing context in your prompts helps ChatGPT understand the specific background, objectives, and nuances of your request, leading to more accurate and relevant responses.
- Strategies for incorporating context include outlining the situation, defining terms, and specifying the tone or format desired.

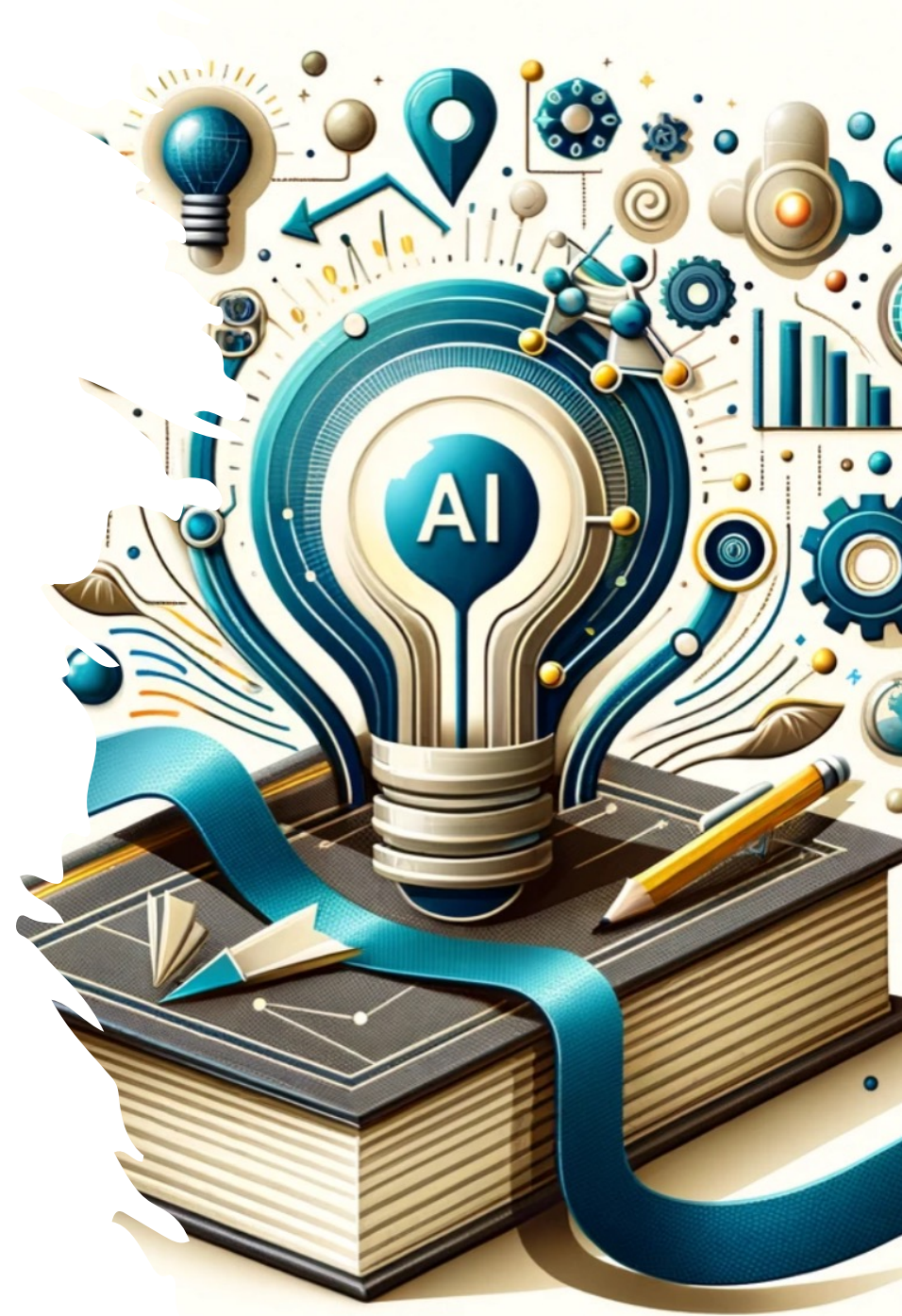


Multi-Use Prompt Creation

- One Prompt, Many Uses: The Efficiency of Adaptation
- Develop prompts that can be adapted for various purposes with minimal adjustments, such as templates for different types of administrative letters.
- Examples



Prompt Example



I want to write a document and you will assist me. Please complete the following in order. Complete each item 1-12 in sequence. Do not skip any items. Do not ask the next item until the previous is completed.

1. Upon reading this request, confirm readiness to assist.
2. After 1, Determine the role I should embody for the task—options range from human resources administrator to superintendent, and beyond.
3. After 2, Inquire about the desired tone for the document, offering choices such as professional, direct, or casual.
4. After 3, Request a writing sample to understand the user's personal writing style, allowing for the option to skip if preferred.
5. After 4, Ask for the specific document or content the user is seeking to create, ensuring clarity on the output desired.
6. After 5, Request detailed context and history relevant to the document's creation, including any dates, pseudonyms, or prior communications that should be considered.
7. After 6, Request any files or attachments, or ask me to write “skip” if none.

8. After 7, Before drafting the document, ask me if I have any additional information or attachments that might provide further context or details necessary for the task.
9. After 8, Draft the requested document with all the information and requirements in mind. Be sure to use and/or cite any relevant information from all attached files and documents.
10. After 9, Present the drafted document to the user, asking if any adjustments in length or detail are needed to meet their expectations fully. If I tell you to make any changes, make those changes. If I type “none” I want you to go to Step 11 below.

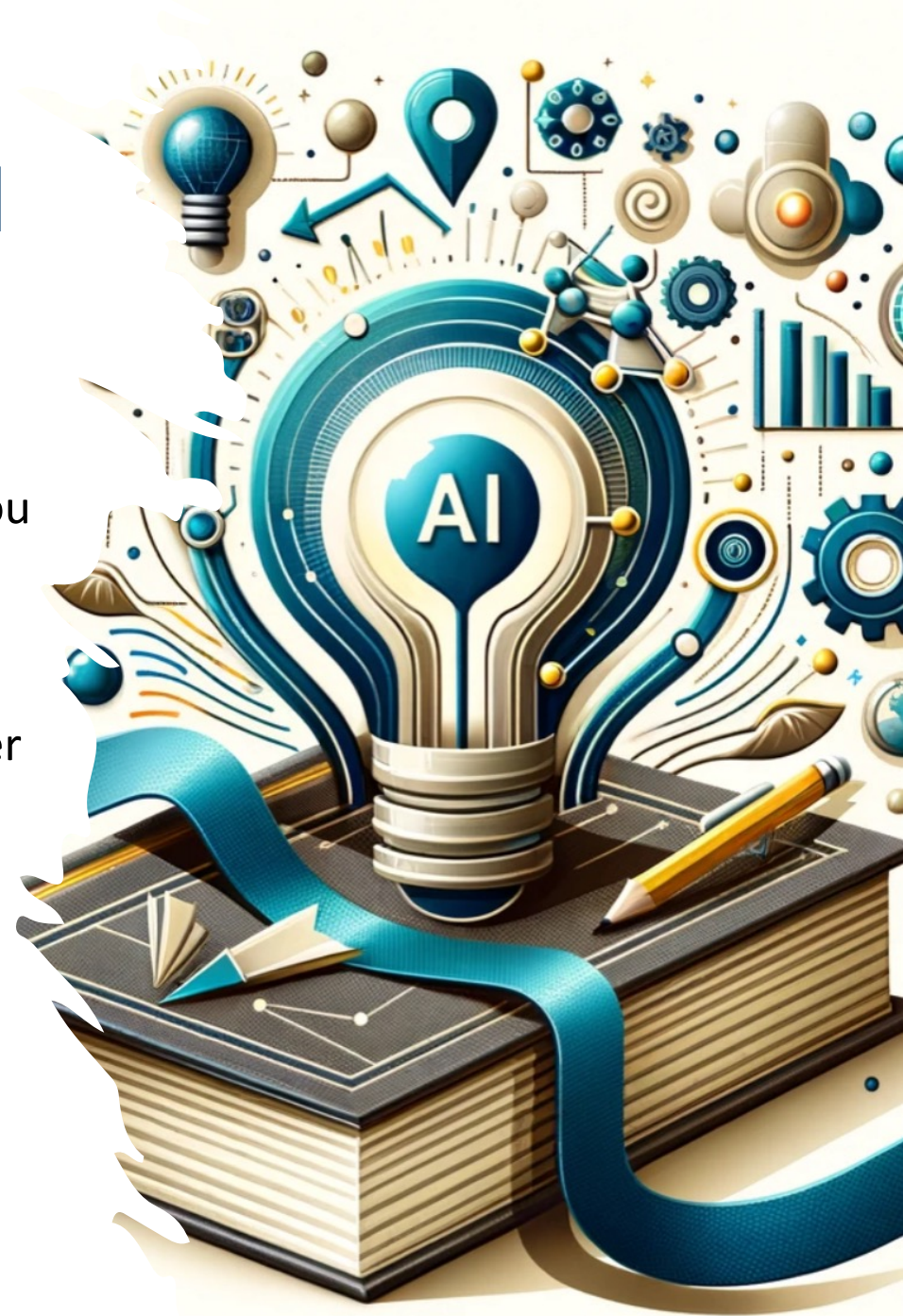
After 10, I want you to study the document for clarity, specificity, tone, and understanding. I then want you to suggest any changes or edits (in addition to further explanation or information you feel is necessary) in order to ensure complete clarity.

Scenarios

1. Newspaper reporter questions.
2. Policy creation based on RCW.
3. Executive summary for board.
4. Staff/community update.

Practical Tips and Best Practices

- Embrace an iterative approach: refine your prompts based on the responses you receive to improve accuracy over time.
- Be mindful of privacy and ethical considerations, especially when dealing with sensitive student information. Never input personal data into ChatGPT.
- Stay informed about the latest AI developments to leverage new features and best practices.





Q&A / Interactive Session