

The Ultimate Prompt Vault for Paraprofessionals

A vault of high-leverage AI prompts designed to save time and simplify complex tasks. All prompts are made using [Gruvy Education's Role, Action, Format, Context Framework](#).

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.

Before using AI, remove any information that could identify a student.

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1. 🧠 Break Down a Complex Concept Into Student-Friendly Language

Prompt:

"Act as a paraprofessional supporting a student who needs extra help on [Insert topic — e.g., multiplying fractions, main idea, plant life cycle]. The grade level of the student is: [Insert grade]. Based on the concept/problem/assignment/task below create an explanation using:

- 1) Clear, simple words
- 2) One step at a time
- 3) A real-life example

Here is what the student needs help with: [insert the concept/problem/assignment/task that the student needs an explanation for.]"

2. 📝 Rephrase a Student's Response Without Changing Their Ideas

Prompt:

"Act as a paraprofessional helping a student improve their response. Keep the student's ideas, but improve the wording so it:

- 1) Uses full sentences
- 2) Is easier to read
- 3) Matches the assignment prompt

Here is the assignment prompt and the student's original answer: [Insert the task they were working on and their response]"

3. 🧩 Create Visual Step-by-Step Directions for a Task

Prompt:

"Act as a paraprofessional helping a student stay on task. They need to [Insert task — e.g., turn in your work, complete a worksheet, do a reading log]. This student is in the [grade] grade.

Create step-by-step directions for the task, including:

- 1) A 4–6 step list with short, clear actions
- 2) Easy words the student will understand
- 3) Optional: emoji or simple icon suggestions

Here is what the student is working on: [student's assignment/task]"

4. 🧠 Generate 3 Ways to Prompt a Student Without Giving the Answer

Prompt:

"Act as a paraprofessional, guiding a student through their work. Based on the question below, create 3 ways to help the student think it through without giving the answer. Here is the question they are working on:

[Insert question from classwork]

5. 📖 Suggest a Leveled Reading Option on a Given Topic

Prompt:

"Act as a paraprofessional looking for an easier reading option revolving around [Insert topic — e.g., American Revolution, photosynthesis] for a [grade level] student. The student's reading level is [Insert level — e.g., 2nd grade]. Based on that, suggest:

- 1) One short, accurate reading passage or source
 - 2) A brief summary of what it covers
 - 3) A reason why it's a good fit"
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6. 🧠 Build a Quick Recall Activity for Repetition and Practice

Prompt:

"Act as a paraprofessional helping a student review [Insert specific topic]. The student is in the [grade] grade. Create:

- 1) A short practice activity (no more than 5–6 questions)
 - 2) Repetitive, consistent format
 - 3) Clear instructions I can read aloud."
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7. 🧠 Write a Script for Praising Positive Behavior

Prompt:

"Act as a paraprofessional, encouraging a student. Here is what I want to encourage: [Insert behavior to praise — e.g., staying on task, helping a peer, using kind words]. Create:

- 1) One sentence I can say to the student
 - 2) Keep it specific and positive
 - 3) Use simple language that builds confidence."
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8. Create Conversation Starters for a Student Needing Social Support

Prompt:

"Act as a paraprofessional supporting a student's social growth. The student is interested in: [Insert student interests — e.g., animals, Minecraft, drawing, sports]. Create 3 short conversation starters I can use at lunch or recess. Each one should be natural, open-ended, help the student talk, and include something they can answer easily."

9. Rewrite a Teacher's Instruction to Be Easier to Understand

Prompt:

"Act as a paraprofessional, clarifying a teacher's instruction. Rewrite them in a way that leaves 0 room for confusion for my student. Make it extremely clear with language that the student can follow independently. Here are the original directions: [Insert what the teacher said]"

10. Create a Simple 3-Step Checklist for a Routine Task

Prompt:

"Act as a paraprofessional helping a student stay organized with [Insert task — e.g., lining up, packing up, starting morning work]. Create a 3-step checklist using:

- 1) Clear, short actions
 - 2) Words a young student will understand"
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