

The Hire List

20 positions every teacher-CEO can fill today

You were never supposed to do all of this alone. Here's your staff.

Your Org Chart at a Glance

#	THE TASK	THE ROLE YOU'RE HIRING	BEST TOOL(S)
1	Weekly parent newsletter	Graphic designer + writer	Claude → Canva; Gemini
2	Lesson plans from scratch	Instructional designer	Claude, MagicSchool, Gemini
3	Same lesson, five reading levels	Differentiation specialist	Diffit, MagicSchool, Claude
4	Rubrics students understand	Assessment specialist	Claude, ChatGPT
5	The hard parent email	Communications director	Claude, ChatGPT
6	Sub plans at 5:45 AM	Executive assistant	Claude, MagicSchool
7	Quizzes, tests, question banks	Test developer	MagicSchool, Brisk, Claude
8	First-pass feedback on 90 essays	Teaching assistant	Brisk, Claude
9	Adapting for IEP/504 accommodations	Inclusion specialist	Claude, MagicSchool
10	Letters of recommendation	Ghostwriter	Claude, ChatGPT
11	Making sense of assessment data	Data analyst	Claude, ChatGPT
12	The inbox	Correspondence secretary	Claude, Gemini (in Gmail)
13	Slide decks	Presentation designer	Gamma, Canva, Claude
14	A month of bell ringers	Curriculum writer	Claude, MagicSchool
15	Behavior documentation	HR specialist	Claude, ChatGPT
16	Grants & DonorsChoose	Grant writer	Claude, ChatGPT
17	Translating family communication	Translator	Claude, ChatGPT, Translate
18	Pacing guides & curriculum maps	Curriculum coordinator	Claude, Gemini
19	Discussion questions, every DOK level	Socratic seminar coach	Claude, MagicSchool
20	Study guides from your own docs	Study skills tutor	NotebookLM, Claude

How to use this handout: find the task stealing your evenings, copy the matching prompt on the pages that follow, replace anything in [brackets] with your details, and paste it in. Your new hire starts immediately.

HIRE #1 — THE NEWSLETTER TEAM

The task: Send a beautiful weekly newsletter home without spending Sunday night on it.

Best tools: Claude or ChatGPT to write → Canva Magic Design to polish. Gemini if your district lives in Google Workspace.

PASTE-READY PROMPT — replace anything in [brackets]

You are a communications specialist for my [7th grade science] classroom. I'll give you rough bullet points about the week; turn them into a warm, professional parent newsletter. Tone: friendly, positive, brief — parents skim. Structure: a 2-sentence highlight of the week, "Coming Up" with dates, "How You Can Help at Home" with one concrete suggestion, and a closing thank-you. Reading level: 6th grade. Under 300 words. This week's bullets: [paste your rough notes]

CEO upgrade: eventually this becomes an agent that drafts it every Friday from your lesson calendar.

HIRE #2 — THE INSTRUCTIONAL DESIGNER

The task: A complete, standards-aligned lesson plan.

Best tools: Claude, MagicSchool AI, Gemini.

PASTE-READY PROMPT — replace anything in [brackets]

You are an expert instructional designer in [subject] for [grade level]. Design a [50]-minute lesson on [topic], aligned to [paste standard]. Include: a hook under 5 minutes, direct instruction with 2-3 key points, a collaborative activity, a formative check, and a closing. My students [describe them]. I have access to [Chromebooks / whiteboards / nothing fancy]. Format it so I can teach from it directly.

HIRE #3 — THE DIFFERENTIATION SPECIALIST

The task: One text, five reading levels, same learning goal.

Best tools: Diffit (purpose-built), MagicSchool, Claude.

PASTE-READY PROMPT — replace anything in [brackets]

You are a literacy and differentiation specialist. Rewrite the following text at three levels: [3rd], [6th], and [9th] grade. Keep the key facts and the vocabulary I've marked with asterisks — define those in a glossary instead of removing them. Then write 3 comprehension questions that work for ALL versions so the whole class can discuss together. Text: [paste]

HIRE #4 — THE ASSESSMENT SPECIALIST

The task: A rubric students can actually use to self-assess.

Best tools: Claude, ChatGPT.

PASTE-READY PROMPT — replace anything in [brackets]

You are an assessment expert. Create a single-point rubric for [assignment] in [subject, grade]. Criteria: [list 3-5]. Write each proficient descriptor in student-friendly "I can" language. Include "glow" and "grow" columns. Then create a student self-assessment checklist version of the same rubric.

HIRE #5 — THE DIPLOMAT

The task: That email to a frustrated parent — the one you've rewritten four times.

Best tools: Claude, ChatGPT.

PASTE-READY PROMPT — replace anything in [brackets]

You are a communications director specializing in de-escalation and partnership with families. Help me respond to a parent email. Goals: acknowledge their concern sincerely, state facts without defensiveness, propose one concrete next step. Tone: warm, professional, brief. Do NOT admit fault where none exists or make promises about other students. Their email: [paste]. The situation from my perspective: [2-3 sentences]. Draft a response, then summarize in one line what it accomplishes.

HIRE #6 — THE 5:45 AM EXECUTIVE ASSISTANT

The task: Sub plans while you're sick in bed.

Best tools: Claude, MagicSchool.

PASTE-READY PROMPT — replace anything in [brackets]

You are my executive assistant writing emergency substitute plans. Class: [subject, grade, period schedule]. The sub is not a content expert. Build a full day using only [textbook chapter X / this article / review of ____]. Every activity must be self-running: written student directions, an independent product to turn in, and an early-finisher task. Add a note to the sub with routines: [attendance, seating chart location, helpful students]. Format for printing.

HIRE #7 — THE TEST DEVELOPER

The task: A quiz with an answer key — in minutes, not hours.

Best tools: MagicSchool, Brisk Teaching, Claude.

PASTE-READY PROMPT — replace anything in [brackets]

You are a test developer. Create a [15]-question assessment on [topic] for [grade level], aligned to [standard]. Mix: [8] multiple choice with plausible distractors (no "all of the above"), [4] short answer, [3] application to a new scenario. Range DOK 1-3. Provide an answer key with a one-sentence rationale per question, and tag each question with the sub-skill it assesses so I can use the data.

HIRE #8 — THE TEACHING ASSISTANT

The task: First-pass feedback on a mountain of student work.

Best tools: Brisk Teaching (works inside Google Docs), Claude.

PASTE-READY PROMPT — replace anything in [brackets]

You are my teaching assistant giving first-draft feedback on student writing, using this rubric: [paste]. For the essay below give: 2 specific strengths (quote the student's own words), 2 priority growth areas each with a concrete revision suggestion, and one question that pushes their thinking. Tone: encouraging coach, not judge. Do not rewrite their work. Do not assign a grade — I make that call. Essay: [paste]

CEO note: this hire drafts; you sign. The feedback still comes from you.

HIRE #9 — THE INCLUSION SPECIALIST

The task: Adapting tomorrow's assignment for accommodations. Never paste student names.

Best tools: Claude, MagicSchool.

PASTE-READY PROMPT — replace anything in [brackets]

You are a special education inclusion specialist. Adapt the following assignment for a student whose accommodations include [chunked directions, reduced problem count, sentence starters — list from the plan, no names]. Keep the same learning objective and rigor of thinking; modify the access, not the goal. Show the original and adapted versions side by side so I can see what changed. Assignment: [paste]

HIRE #10 — THE GHOSTWRITER

The task: A letter of recommendation that sounds like you and honors the kid.

Best tools: Claude, ChatGPT.

PASTE-READY PROMPT — replace anything in [brackets]

You are an experienced ghostwriter for recommendation letters. Interview me: ask 5 questions, one at a time, to draw out specific stories about this student. Then draft a one-page letter that opens with a vivid anecdote and avoids clichés like "hard-working" without evidence. Context: [scholarship / college app / job]. My voice: [warm and direct]. Relationship: [their teacher for X years].

HIRE #11 — THE DATA ANALYST

The task: Turning a gradebook export into actual insight. Remove student names first.

Best tools: Claude or ChatGPT — upload the spreadsheet.

PASTE-READY PROMPT — replace anything in [brackets]

You are a school data analyst. I'm uploading assessment results with names removed. Tell me: (1) which questions/standards the class struggled with most, (2) any groups of students showing a similar gap, (3) three reteaching recommendations ranked by impact, and (4) one chart I could show at our PLC meeting. Use plain teacher language, not statistics jargon.

HIRE #12 — THE CORRESPONDENCE SECRETARY

The task: The inbox that refills itself.

Best tools: Claude; Gemini (built into Gmail for Workspace districts).

PASTE-READY PROMPT — replace anything in [brackets]

You are my correspondence secretary. I'll paste an email; draft a reply that is polite, complete, and half the length I would have written. Default tone: [friendly-professional]. If I should decline a request, draft a gracious "no" that offers an alternative. If you need information I haven't given, list the questions I must answer first instead of guessing. Email: [paste]

HIRE #13 — THE PRESENTATION DESIGNER

The task: Slides that don't look like 2009.

Best tools: Gamma (generates full designed decks), Canva, Claude for the outline.

PASTE-READY PROMPT — replace anything in [brackets]

You are a presentation designer. Build a [10]-slide deck outline teaching [topic] to [grade level]. Rules: one idea per slide, slide titles that are full-sentence takeaways, max 20 words of body text per slide, an image suggestion for each, and 2 built-in "turn and talk" moments. Include speaker notes with my talking points so the slides stay clean.

HIRE #14 — THE CURRICULUM WRITER

The task: A month of bell ringers in one sitting.

Best tools: Claude, MagicSchool.

PASTE-READY PROMPT — replace anything in [brackets]

You are a curriculum writer. Create [20] bell-ringer warm-ups for [subject, grade] covering: [list unit topics]. Each takes students 3-5 minutes, requires writing or working (not just reading), spirals in one review concept from earlier units, and is numbered for daily projection. Vary the formats: quick-writes, error analysis, "which one doesn't belong," predictions, retrieval practice.

HIRE #15 — THE HR SPECIALIST

The task: Turning "he threw a chair" into documentation that protects everyone. No names — use "Student A."

Best tools: Claude, ChatGPT.

PASTE-READY PROMPT — replace anything in [brackets]

You are an HR documentation specialist for schools. Convert my informal notes into objective, professional behavior documentation. Rules: observable facts only, no diagnosis or motive language ("refused," not "was defiant because"), timestamps, my interventions and the student's response to each, chronological order. Flag any sentence where I've drifted into opinion. Notes: [paste rough notes, no names]

HIRE #16 — THE GRANT WRITER

The task: Funding the thing your budget won't cover.

Best tools: Claude, ChatGPT.

PASTE-READY PROMPT — replace anything in [brackets]

You are an experienced education grant writer. Help me write a [DonorsChoose] project for [item, ~\$X] for my [class description — rural, Title I, subject, grade]. Structure: an opening that puts the reader in my classroom, the specific problem, exactly how this resource changes daily learning, and impact numbers ([X] students per year). Tone: hopeful and specific, never pitying. Under [400] words. First, ask me 3 questions to make it compelling.

HIRE #17 — THE TRANSLATOR

The task: Making sure every family can read what you send.

Best tools: Claude, ChatGPT, Google Translate. Honest note: AI is strong in Spanish and most world languages, but NOT reliable for Diné Bizaad (Navajo). For Navajo, use AI to simplify the English, then work with your district's human translators.

PASTE-READY PROMPT — replace anything in [brackets]

You are a professional translator for school-family communication. Translate the following into [Spanish], keeping the tone warm and respectful and the reading level accessible. Keep dates, times, and names exactly as written. Afterward, list any phrases that don't translate cleanly so I know where a human should double-check. Text: [paste]

HIRE #18 — THE CURRICULUM COORDINATOR

The task: A semester pacing guide that survives contact with reality.

Best tools: Claude, Gemini.

PASTE-READY PROMPT — replace anything in [brackets]

You are a curriculum coordinator. Build a pacing guide for [subject, grade] from [start date] to [end date]. Constraints: we lose [these dates] to testing and holidays, each unit needs a buffer day, assessments can't land on Mondays or the day after a break, and the standards to cover are: [paste or name the set]. Output a week-by-week table: standards, topic, major assessment, and an "if we're behind, cut this first" column.

HIRE #19 — THE SOCRATIC SEMINAR COACH

The task: Discussion questions that go deeper than "did you like it?"

Best tools: Claude, MagicSchool.

PASTE-READY PROMPT — replace anything in [brackets]

You are a discussion facilitator trained in Socratic seminar. For [text/topic], write 12 questions in three tiers: 4 opening questions any student can enter (DOK 1-2), 4 core questions requiring evidence from the text (DOK 2-3), and 4 connecting to students' lives and larger issues (DOK 3-4). Add 3 sentence stems for respectful disagreement and 2 follow-up moves for when discussion stalls.

HIRE #20 — THE STUDY SKILLS TUTOR

The task: Review materials built from YOUR actual notes and slides.

Best tools: NotebookLM (upload your materials — it even generates a podcast-style audio review), Claude.

PASTE-READY PROMPT — replace anything in [brackets]

You are a study skills tutor. Using ONLY the material I've uploaded [slides/notes/chapter], create: a one-page study guide organized by big idea, 10 self-quiz questions with answers at the bottom, the 8 most testable vocabulary terms with plain-language definitions, and 3 mnemonics. If something important seems missing from my materials, flag it — don't fill gaps with outside information.

POSITIONS THAT ARE NEVER POSTED

Some roles the CEO keeps. No hire, no delegation, no prompt:

Chief Relationship Officer — knowing a kid's dog died; noticing who ate lunch alone

The Final Editor — everything AI drafts, you sign — your name is on it

The Judge of Growth — grades and evaluations of humans stay human

The Reason They Came — the moment a student gets it because YOU believed they could

You didn't get into teaching to format newsletters. Hire that out — and go do the job only you can do.