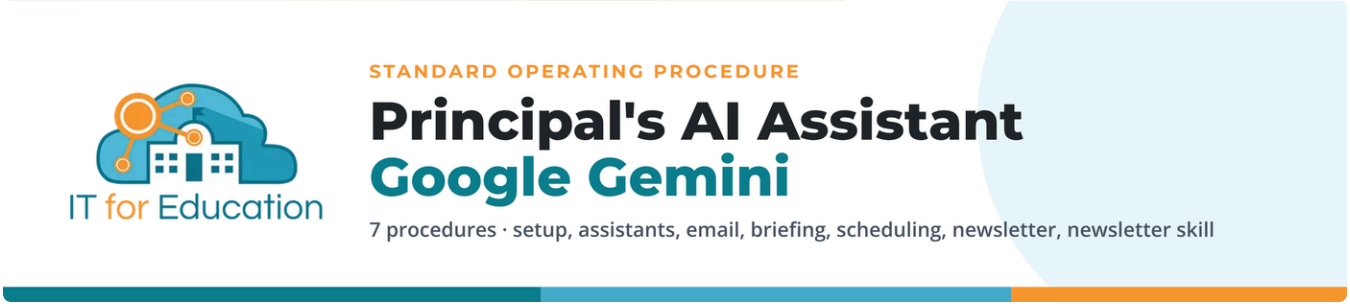


SOP: Principal's AI Assistant — Google Gemini

Nov 11, 2026 · @Carlos · IT for Education · Version 1.1

> **Before you use this guide:** it is shared free, for information only, and your school remains responsible for following all laws and policies that apply to it and for reviewing every AI output. Read the **Disclaimer and terms of use** at the end.

Before you start

These seven procedures set up Gemini as a principal's assistant for email, scheduling and the weekly newsletter, using only what a Google Workspace for Education school already has.

Who it's for: principals, assistant principals and office managers. Steps marked **(Admin)** are done by the school's Google admin or IT provider.

Pick a procedure

SOP	What it fixes	Level	Data level
1	Getting the school account ready	Start	None
2	Saved assistants for parent emails and polishing your writing	Build	Yellow
3	Answers about your own email, calendar and files	Start	Yellow
4	The morning inbox scramble: briefing plus draft replies	Automate	Yellow

SOP	What it fixes	Level	Data level
5	Walkthrough rotations, the Monday bulletin, meeting times	Build	Yellow
6	The Friday newsletter, built from items collected all week	Build	Green
7	The same newsletter, using our ready-made skill	Build	Green

Start = use AI by hand. **Build** = save an assistant you reuse. **Automate** = it runs on a schedule. Data levels match the safety rules table below.

What you need

- A school Google account (your @school email), age 18 or older
- Gemini turned on for staff by your Google admin
- 15 minutes for setup, then 2–5 minutes a day

Safety rules: what can go into AI

Green: go ahead	Yellow: school account only	Red: never
Newsletters, public school news	Internal staff memos	Student names with grades, discipline or health
Lesson ideas, pacing, rubrics	Parent emails, read through your connected school account	IEP, 504 or counseling details
Polishing your own writing	Schedules and calendars	Custody, family finances, tuition aid
Agendas and templates	De-identified data	Passwords or ID numbers

Always sign in with your **school** account, never a personal Gmail. You review every draft before anything is sent.

Presentation walkthrough: your morning briefing in 4 steps

This is the conference demo, step by step: connect your apps, draft replies, use several apps in one request, then run it every weekday at 7:00 a.m. Each step points to the full SOP below.

Step 1: Connect your apps (2 minutes)

In Gemini, click **Customize → Connectors** and check that **Google Workspace** (Gmail, Calendar, Drive) is under **Installed**. Full steps: SOP 3.

Step 2: Generate email drafts

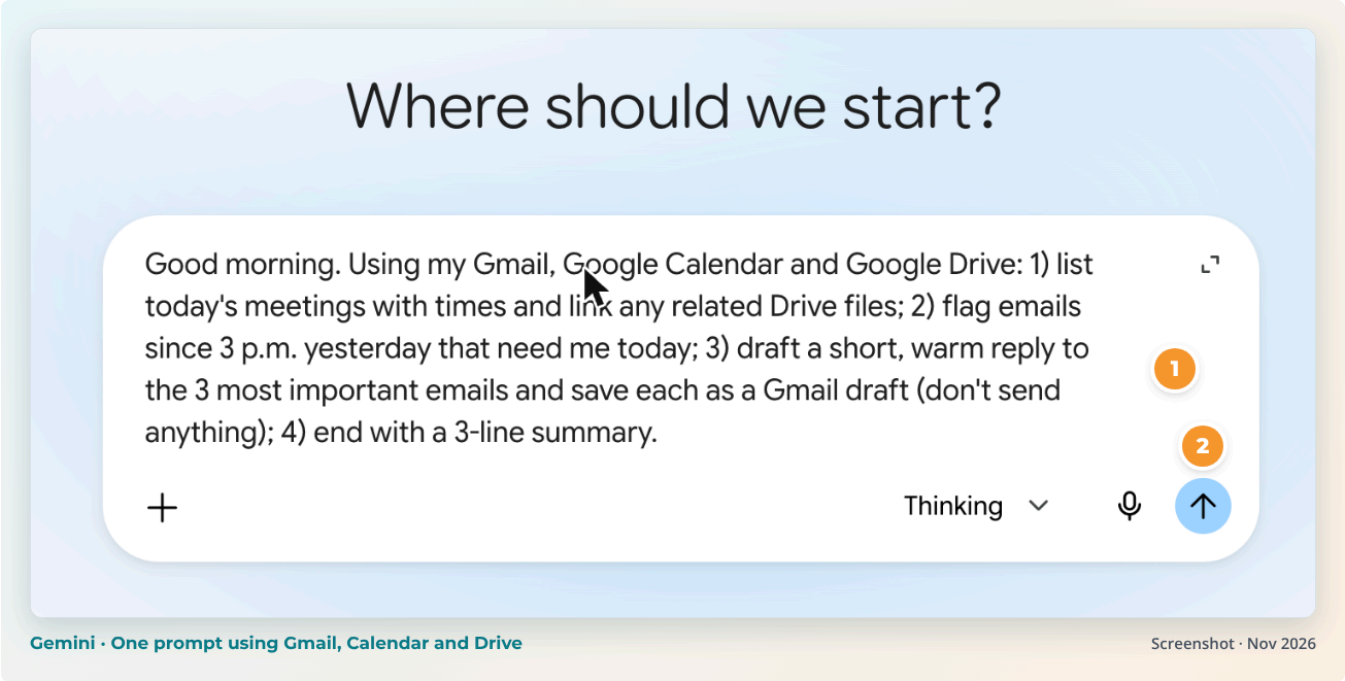
```
Look at my unread emails from the last 24 hours. For each email that needs a
reply from me, draft a short, warm, professional reply. Do not send anything.
```

Gemini shows a preview card for each draft. Review it, edit it, and confirm to save it to your Gmail **Drafts** folder. Saving drafts directly from the Gemini app depends on your Google plan (it is listed for the Google AI Pro for Education add-on). If you don't see that option, open the email in Gmail and use **Help me write**.

Step 3: One prompt, several apps

This single request uses Gmail, Calendar and Drive together:

```
Good morning. Using my email, calendar and files:
1) List today's meetings with times and link any related files.
2) Flag emails since 3 p.m. yesterday that need me today.
3) Draft a short, warm reply to the 3 most important emails. Don't send
anything.
4) End with a 3-line summary I can read in 30 seconds.
```



Gemini · One prompt using Gmail, Calendar and Drive

Screenshot · Nov 2026

Step 4: Run it every weekday at 7:00 a.m.

1. Click **Scheduled** in Gemini's left menu.
2. In **Describe a task**, type *Every weekday at 7:00 a.m.,* and paste the Step 3 prompt.
3. Check it appears under **Active**. Each morning, read the briefing in Gemini and review the drafts waiting in Gmail before sending any of them.

Full steps and a screenshot: SOP 4, Option B.

Remember: AI drafts, you decide. Nothing is sent without you.

SOP 1: Set up the education account

Gemini is a free core service in every Google Workspace for Education edition (Fundamentals, Standard, Plus), so most schools only need it switched on. Chats under a school account aren't human-reviewed or used to train models.

Admin steps (IT provider or Google admin)

1. Sign in to **admin.google.com** with an admin account.
2. Go to **Generative AI → Gemini app** and turn it **On** for the staff organizational unit. Keep student OUs as your school's policy requires.
3. In the same area, allow **Gems and skills sharing** (staff only, or within your domain).
4. Confirm **Connected apps / Workspace apps** in Gemini is allowed, so Gemini can read Gmail, Calendar and Drive.
5. Confirm **Scheduled actions** is available for staff (used in SOP 4).
6. Allow up to 24 hours for changes to reach users.

Principal steps

1. Open **gemini.google.com** in Chrome.
2. Click your profile picture (top right) and make sure it shows your **school** email.
3. Type *Hello* to confirm it answers. If you see "not available for your account," send this SOP to your IT provider.
4. Optional: install the Gemini app on your phone and sign in with the same school account.

Done when: Gemini answers while you're signed in with your school email.

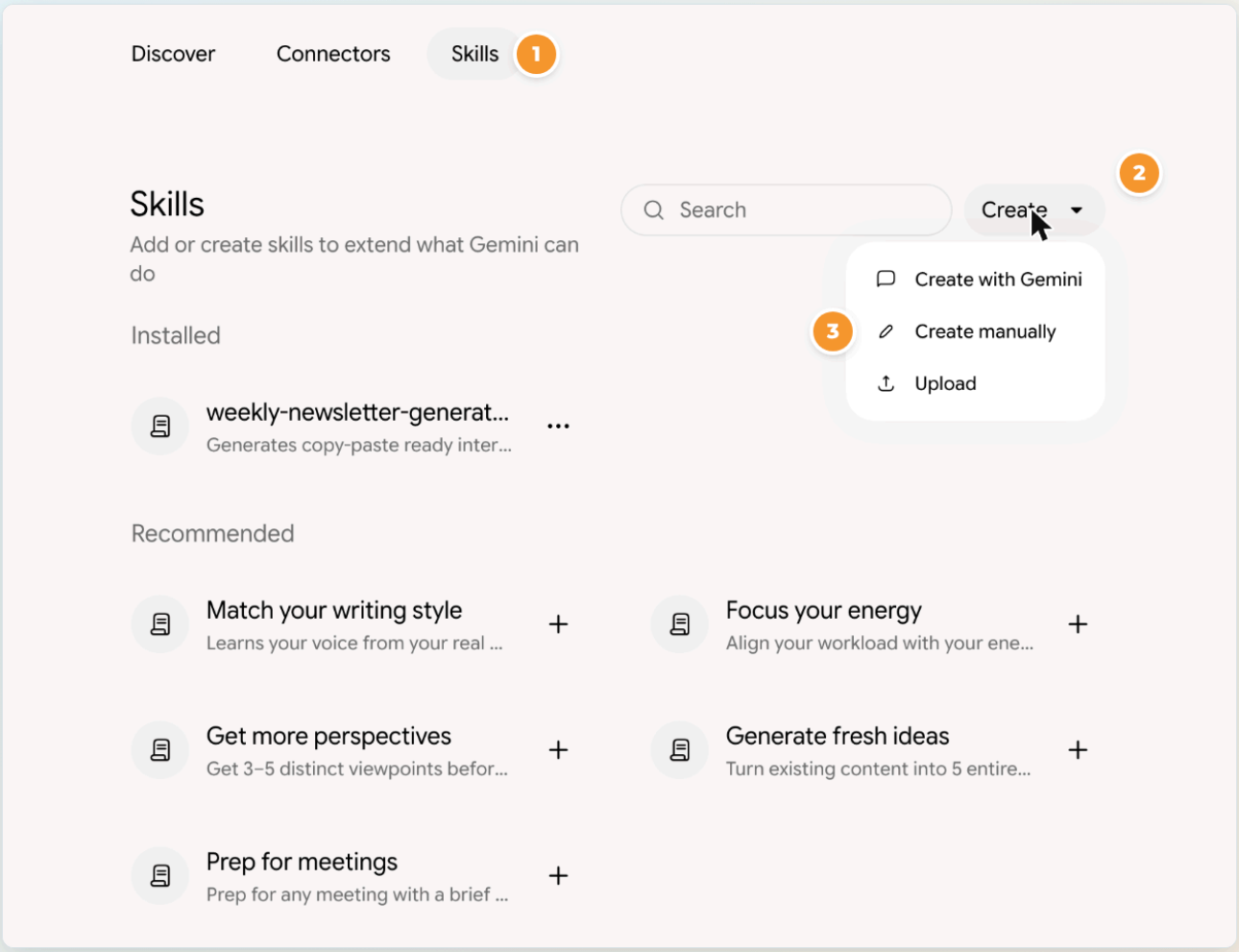
SOP 2: Create assistants from prompts (Skills)

Data level: Yellow. The Parent Email Helper reads a parent's emails through your connected school account (SOP 3), so never use a personal account. Never add student records to a skill's files.

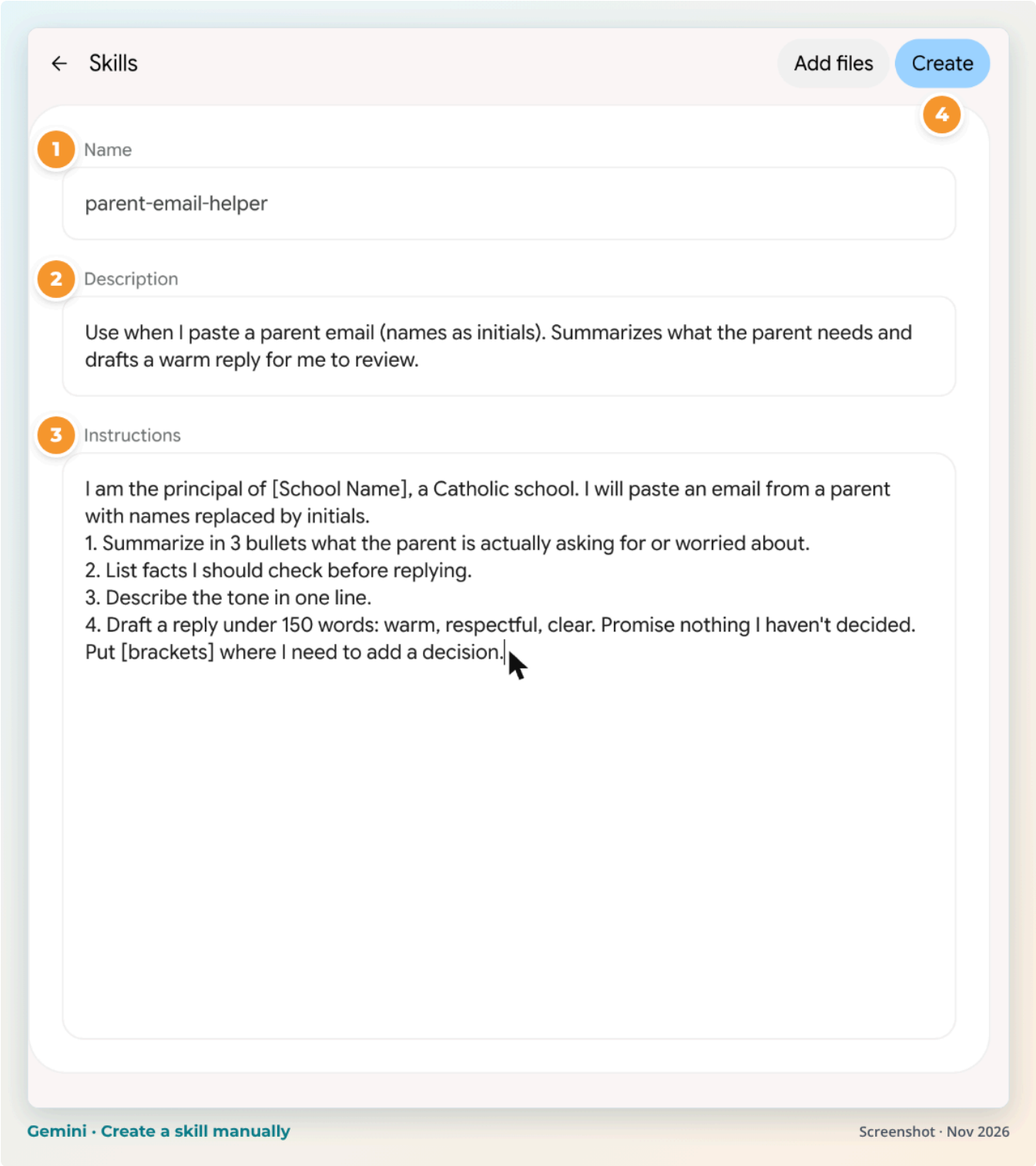
A skill is a saved Gemini assistant: a name, a description of when to use it, and your instructions. Skills replace Gems (Gemini moves existing Gems to skills starting June 2027), so build new assistants as skills. Gemini runs a skill automatically when your request matches its description.

Create a skill

1. In Gemini, click **Customize** in the left menu, then the **Skills** tab.
2. Click **Create → Create manually**. (*Create with Gemini* builds one through chat; *Upload* adds a skill file a colleague shared.)
3. **Name:** lowercase words joined by hyphens, e.g. *parent-email-helper*.
4. **Description:** what it does and when to use it, e.g. "Use when I ask about emails from a parent…". Gemini reads this to decide when to run the skill.
5. **Instructions:** paste one of the prompts below (or from SOP 5–6). Replace every [bracket].
6. Optional: **Add files**, such as your newsletter template or a writing sample. No student records.
7. Click **Create**, then test it in a new chat with a real, de-identified example.



Gemini · Customize → Skills → Create Screenshot · Nov 2026



Still using Gems? They keep working until Gemini moves them to skills. *Explore Gems → New Gem* takes the same instructions.

Writing a good assistant prompt (any platform)

- **Role:** who it is ("communications assistant for [School Name], a Catholic school")
- **Input:** what you'll give it (notes, a parent's name to look up in your inbox, a class list)

- **Output:** the exact format, length and sections
- **Rules:** keep my voice, never invent dates, mark gaps with [CHECK], no student last names

Starter assistants in this kit

Assistant	Prompt is in
Friday Newsletter Builder	SOP 6
Morning Inbox Briefing	SOP 4
Walkthrough Planner, Calendar to Reminders	SOP 5
Parent Email Helper	Below
Write It, Then Polish It	Below

Parent Email Helper (skill instructions)

```
I am the principal of [School Name], a Catholic school. When I name a person, search my Gmail for their emails from the last [7] days and read the most recent thread.
1. Summarize in 3 bullets what they are actually asking for or worried about.
2. List facts I should check before replying.
3. Describe the tone in one line.
4. Draft a reply under 150 words: warm, respectful, clear. Acknowledge the concern, say what the school will do next, and promise nothing I haven't decided. Put [brackets] where I need to add a decision.
Never send anything. If you find no emails from that person, tell me and stop.
```

Try it. With Gmail connected (SOP 3), type a request like this, using a real parent's name:

```
Check my email for messages from [parent's name] in the last 7 days. Summarize what they need and draft a reply I can review. Don't send anything.
```

Write It, Then Polish It (skill instructions)

```
I will paste a draft I wrote. Polish it but keep my voice and keep it no
longer than my original.
- Fix grammar and make it clearer.
- Audience: parents (warm tone) or staff (direct, friendly tone). I will say
which.
- Where it fits naturally, connect the message to our Catholic values in one
or two sentences. Don't preach.
Show the polished version, then list the main changes.
```

Done when: the skill appears under Customize → Skills and gives a good answer on a real example.

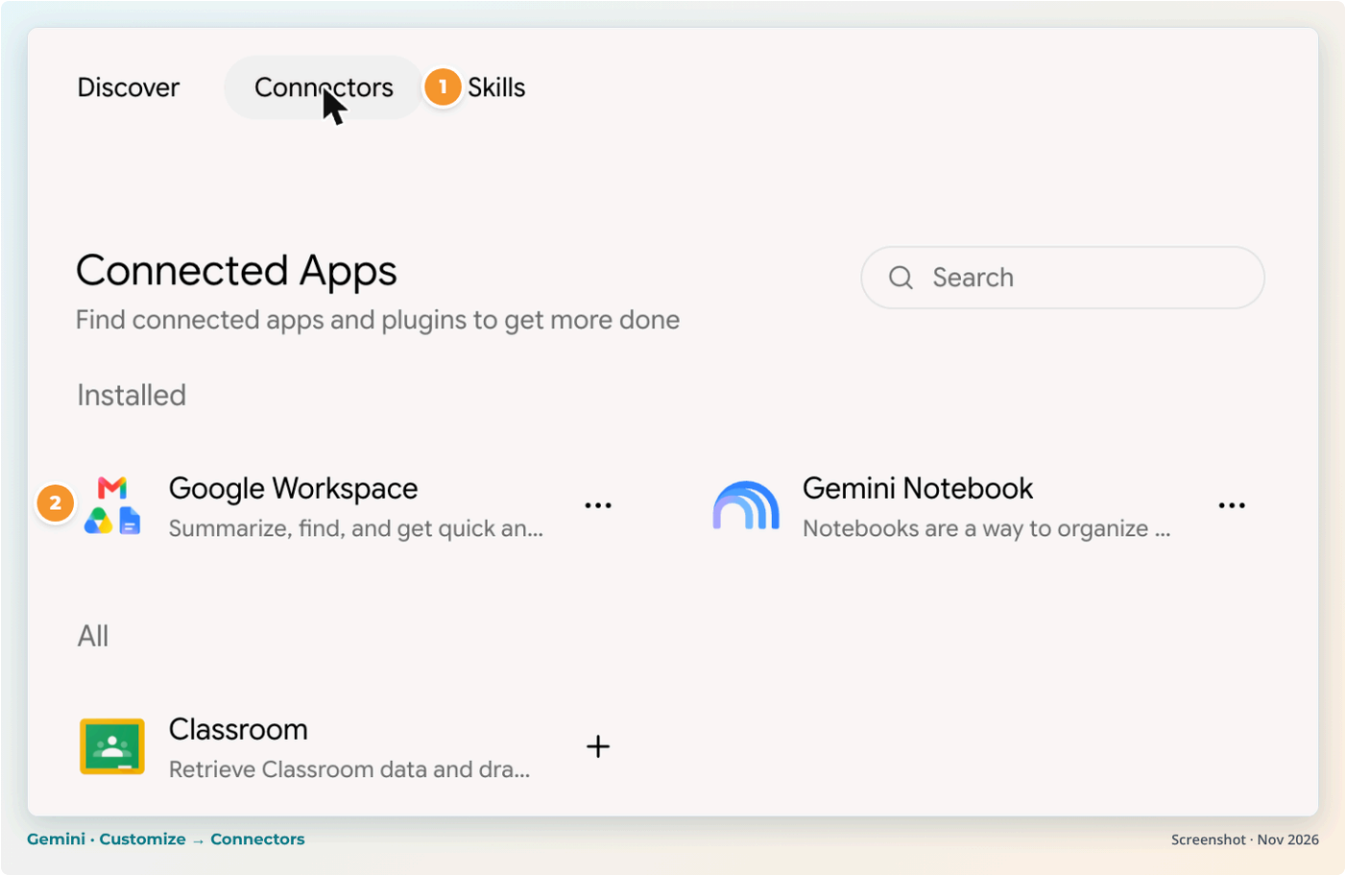
SOP 3: Connect Gmail, Calendar and Drive

Data level: Yellow. Connect only your school account, never a personal one. Don't copy IEP, health or discipline details from your mail into other chats.

Gemini can read your school Gmail, Calendar and Drive once the connection is on, so you ask questions about your own mail and schedule instead of copying and pasting.

Turn on the connection

1. In Gemini, click **Customize → Connectors**.
2. Check that **Google Workspace** (Gmail, Calendar, Drive, Docs) is listed under **Installed**. If it isn't, click **+** next to it and allow access.
3. Optional: click **+** next to **Classroom** to ask questions about your classes.
4. Missing or grayed out? Your Google admin hasn't allowed it yet. Ask IT to complete SOP 1, step 4.



Use it inside Gmail and Docs

1. Open Gmail and click the **Gemini** (sparkle) icon at the top right to open the side panel.
2. Ask about the open email ("Summarize this thread") or your inbox.
3. Use **Help me write** in a new email or reply to draft text. Review before sending.
4. Your skills and Gems are available in the side panel too.

Try these first

```
Find the email I sent the PTO president about the fall festival in September.
```

```
What's on my calendar this week, and where are the gaps longer than 30
minutes?
```

```
Find the newest version of the faculty handbook in my Drive and list the
dress code rules.
```

Gmail search shortcuts (no AI needed)

Type this	To find
from:smith@gmail.com	Emails from one person
in:sent to:pto@school.org	Emails you sent to someone
has:attachment after:2026/09/01	Attachments since a date
"fall festival"	An exact phrase

Done when: Gemini answers a question about your own inbox correctly.

SOP 4: Daily briefing

Data level: Yellow. The briefing reads your school inbox and only drafts replies. You review and send each one yourself.

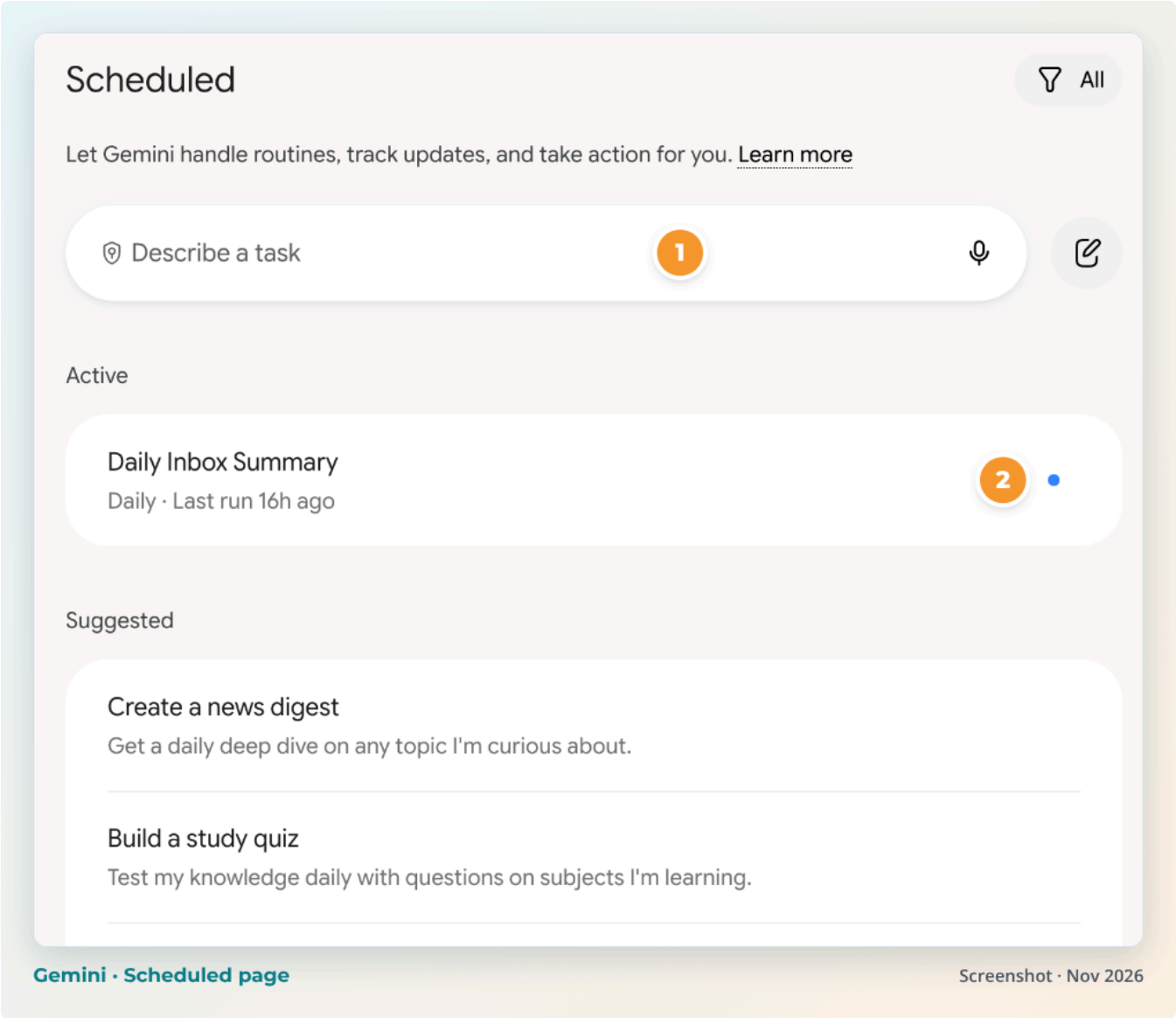
A scheduled action can deliver your morning briefing every weekday before you open a single email. You still decide what gets answered.

Option A: run it by hand (works for everyone)

1. At 7:15 a.m., open Gemini (with Workspace apps on, SOP 3).
2. Paste the briefing prompt below.
3. Open the 3 suggested drafts in Gmail, edit them, and use **Schedule send** for 8:00 a.m.

Option B: make it automatic (scheduled action)

1. Click **Scheduled** in Gemini's left menu.
2. In **Describe a task**, paste the briefing prompt below and add: *Run this every weekday at 7:00 a.m.*
3. The task appears under **Active** (for example, *Daily Inbox Summary · Daily*). Click it to edit, pause or delete it.
4. Each morning the result appears in your Gemini chats, and as a notification in the Gemini phone app.
5. Limit: up to 10 active scheduled tasks per person.



Gemini · Scheduled page

Screenshot · Nov 2026

Briefing prompt

```
[1] YOUR ROLE
You are my principal assistant. I am the principal of [School Name]. My time
with teachers and students matters most, so protect it. Put school
operations, people, student needs, family communication, deadlines, and risk
ahead of low-value administrative noise.

[2] WHERE TO LOOK
Every morning at 7:00 AM, review:
- My Gmail inbox for the last 24 hours
- My Google Calendar for today and the next 7 days
Ignore vendor marketing, newsletters, promotions, and sales outreach unless
they require a deliberate school decision.
```

```
[3] WHAT TO INCLUDE
Deliver a clear, scannable School Principal Morning Briefing with:
1. Top priorities: rank the most urgent and important items, explain why each
matters today, and state the next action.
2. Pending tasks: tasks, commitments, deadlines, and unanswered questions
from emails and meetings.
3. New issues: student/family, staffing, safety, facilities, compliance,
financial, or reputational issues that need my attention.
4. Today's schedule: meetings and events, preparation needed, conflicts, and
decisions or follow-ups that should result.
5. Upcoming holidays and key dates in the next 7 days.
6. Suggested delegation: what can be handed off and to which role (assistant
principal, front office, counselor/student services, HR,
operations/facilities, business office, or another role clearly named in the
source).
7. Draft replies: short, ready-to-review drafts only for messages that need a
response today.

[4] YOUR LIMITS
- Draft and suggest, but do not send, delete, move, accept, or change
anything.
- Show the source for every item (sender + subject, or calendar event +
time).
- Do not invent names, roles, or responsibilities that the source material
does not support. If something is unclear, say so.
```

Done when: you've used the briefing for 5 school days and adjusted the prompt (e.g., "shorter," "skip newsletters").

SOP 5: General scheduling

Data level: Yellow. Teacher names, rooms and schedules are fine. Leave student names out of rotations and checklists.

Three reusable assistants cover the recurring scheduling work: walkthrough rotations, a Monday staff bulletin from the calendar, and finding meeting times.

5a. Walkthrough Planner (save as a skill)

```
Create a 2-week classroom walkthrough rotation.
Classes: [grade, teacher, room for each class]
Visit [2] classes per grade per week, [15] minutes each, only between
[times]. Avoid [lunch, specials, Mass].
Don't visit any room twice until every room has been visited once.
OUTPUT
1) A table by day and time.
2) A one-page printable checklist per visit: date, teacher, focus (learning
objective posted, student engagement, Catholic identity visible), notes line.
```

Then ask: *Add these visits to my Google Calendar as 15-minute events.* Review each event before you confirm. Print the checklist for your clipboard.

5b. Calendar to Reminders (weekly)

```
Look at the school calendar for the next two weeks.
Write 1) a Monday staff bulletin: what's happening each day and what staff
need to prepare; 2) a short reminder for families, only for events that
affect parents.
Don't add events that aren't on the calendar. If a time or place is missing,
write [CHECK].
```

To automate: add *Run this every Monday at 6:30 a.m.* (scheduled action, SOP 4).

5c. Find a meeting time

```
Find three 30-minute slots next week when I'm free between 8:00 a.m. and 3:00
p.m., avoiding Mass on Friday morning.
```

In Google Calendar, use **Find a time** to check colleagues' availability before you send the invite.

Done when: this week's walkthroughs are on your calendar and the Monday bulletin is drafted.

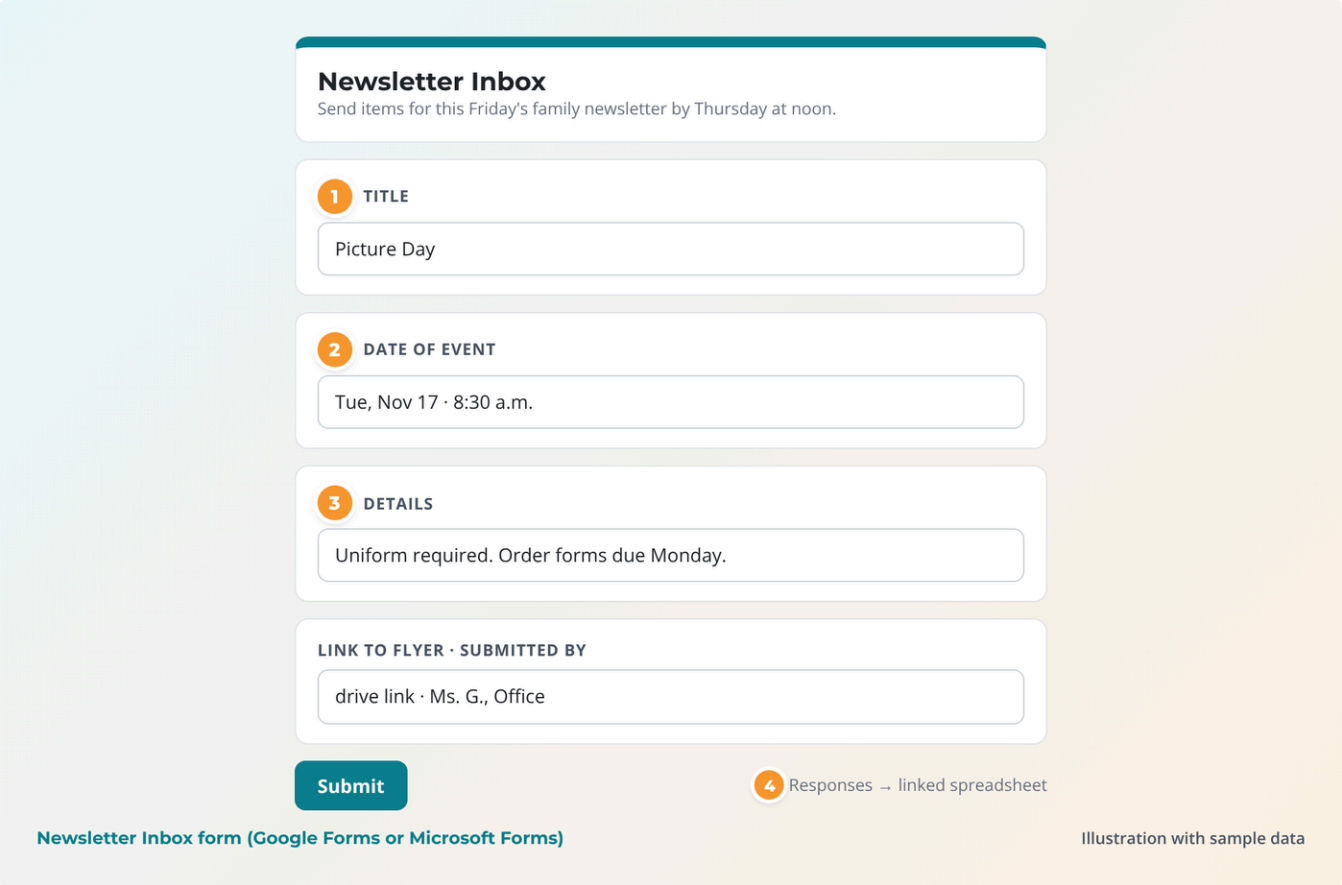
SOP 6: Weekly newsletter

Data level: Green. Newsletter content is public school news. Use first names only for student shout-outs, and follow your school's photo and permission policy.

Items collected all week plus one saved skill turn the Friday-morning scramble into a 10-minute review on Thursday afternoon.

Step 1: Collect items all week (one-time setup)

1. In Google Forms, create **Newsletter Inbox** with fields: Title, Date of event, Details, Link to flyer, Submitted by.
2. Click **Responses → Link to Sheets** so entries collect in a Sheet.
3. Share the form link with staff and pin it in your bookmarks. Add your own items during the week.



Newsletter Inbox form (Google Forms or Microsoft Forms)

Illustration with sample data

Step 2: Create the Newsletter Builder skill (one time)

Follow SOP 2 and paste these instructions. Add last year's best newsletter as Knowledge so it learns your format.

```
You are the communications assistant for [School Name], a Catholic school.
Each week I will give you rough notes, pasted form responses, photos of
flyers, or a voice-memo transcript. Turn them into our family newsletter.
FORMAT
1. Greeting (2-3 sentences). Reflect our Catholic faith naturally when it
fits: the liturgical season, a saint of the week, or a short Scripture verse.
2. "This Week at [School Name]": short highlights.
3. "Coming Up": a dated list (day, date, event, what families need to do).
4. "Reminders and Notices": forms, picture day, dress code, etc.
5. A short blessing, then my name and title.
RULES
- One page. Plain, warm language for busy parents. Keep my voice.
- Never invent dates, times, prices or details. If something is missing,
write [CHECK] and list your questions at the end.
- No student last names or private information.
AFTER THE NEWSLETTER ALSO GIVE ME
a) A 3-line version for staff.
b) If I ask, a translation for families (keep dates and names exactly as
written).
```

Practice first with sample notes. No real items yet? Paste these fictional notes to see how it works. The book fair has no times on purpose, so you'll see a [CHECK] question.

```
Riverside Prep: newsletter notes, week of Nov 16 (fictional practice sample)
- Picture day moved to Thursday, Nov 19, 8:30 a.m. Full uniform.
- 5th grade food drive for the parish pantry. Canned goods by Friday, Nov 20.
- No school Wednesday to Friday, Nov 25-27 (Thanksgiving).
- Advent Mass for families Monday, Nov 30, 9:00 a.m., in the church.
- Shout-out: Mrs. R's 3rd grade read 1,000 books this quarter!
- Book fair in the library Dec 2-4. Cash or card.
```

Step 3: Build it each week (Thursday, 10 minutes)

1. Start a new Gemini chat and ask for this week's newsletter. Gemini runs the skill when your request matches its description.
2. Paste the week's rows from the Sheet (or type *Use the Newsletter Inbox sheet in my Drive*), add rough notes, and attach photos of any paper flyers.
3. Answer every [CHECK] question.
4. Ask for changes in plain words: *shorter*, *warmer opening*, *move picture day to the top*.
5. Copy into your newsletter Doc or email template, proofread once, and schedule it for Friday.

Already write it yourself? Use *Write It, Then Polish It* (SOP 2) instead: you write, Gemini only cleans it up.

Done when: one newsletter has gone out with the skill's help and you've noted what to change in the instructions.

SOP 7: Generate the newsletter with the IT for Education skill

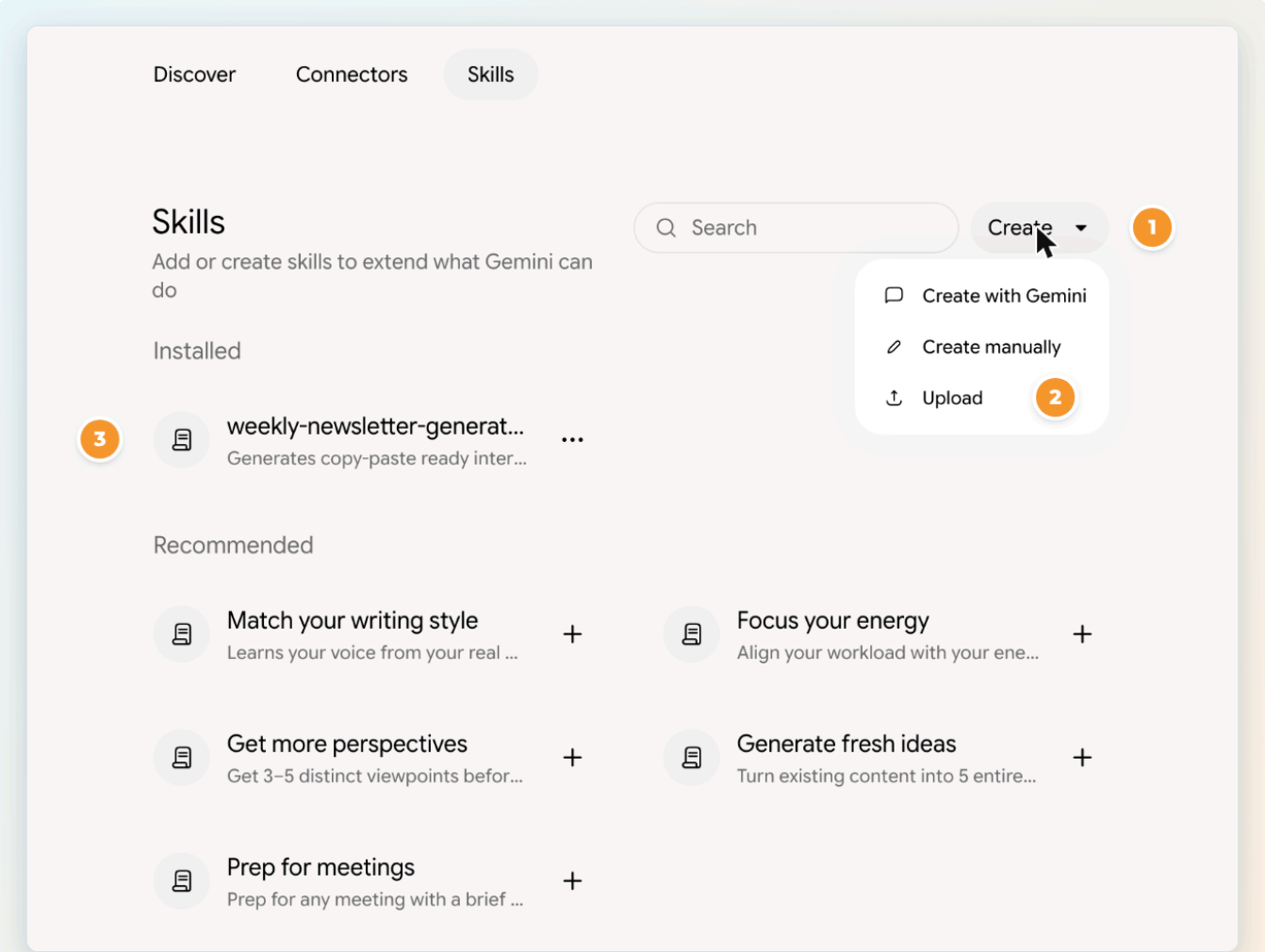
Data level: Green. Same rules as SOP 6: public school news, no student last names or private family details.

Instead of building the Newsletter Builder yourself (SOP 6, Step 2), you can upload the ready-made skill IT for Education built and tested. It takes about 5 minutes once, then each newsletter starts from one request.

Download: Newsletter Generator skill file. Save it to your computer as it is; don't unzip it.

Install it (one time)

1. In Gemini, click **Customize** in the left menu, then the **Skills** tab.
2. Click **Create → Upload** and choose the file you downloaded.
3. The skill appears under **Installed**. Click its name to read the instructions and update anything specific to your school (name, tone, sections).



Generate this week's newsletter

1. Start a new Gemini chat.
2. Type *Create this week's family newsletter* and add the week's items: paste your Newsletter Inbox responses (SOP 6), type rough notes, or attach photos of paper flyers. Gemini runs the skill because your request matches its description.
3. Answer any questions it asks, and fix every item marked [CHECK].
4. Read the whole draft. Check each date, time, name and price against your calendar before sending.
5. Copy it into your newsletter email or template and schedule it.

Example request. This is the request we use in the demo. Copy it and swap in your own items:

```
Generate this week's newsletter

Faith & Community
1. Thanksgiving Food Drive: Bring canned goods and non-perishables through
Friday, Nov 20. Everything goes to the parish food pantry. The class that
collects the most wins a pizza party.
2. All-School Mass: Wednesday at 9:00 a.m. The 5th grade leads the liturgy.
Parents are welcome.
3. Advent begins Nov 29: Each family will get an Advent prayer calendar in
their child's folder next week.

Academics
4. Science Fair registration: 6th-8th grade project proposals are due Dec 4.
Forms are on the school website.
5. Spelling Bee winners: Congratulations to our classroom winners. They go on
to the school bee on Dec 10.
6. MAP testing complete: Fall results will go home with report cards.

Student Life
7. Student Council: Thank you to everyone who voted. Meet your new officers
on page 2.
8. Basketball tryouts: Boys' and girls' tryouts are Monday and Tuesday, 3:15-
4:30 p.m., in the gym. Students need a signed physical form.
9. Spirit Day Friday: Students may wear jeans with their school spirit shirt
for a $1 donation to the food drive.

Important Dates & Reminders
10. No school Nov 25-27: Thanksgiving break. Classes resume Monday, Nov 30.
11. Early dismissal Tuesday, Nov 24: Dismissal is at 12:30 p.m. There is no
after-care that day.
12. Lost & Found: Unclaimed items will be donated on Nov 24. Please check the
table by the front office.
13. Carpool reminder: Please stay in your car and keep the drop-off lane
moving. Thank you for your patience!

Thank You
14. Volunteer shout-out: Thank you to the HSA parents who organized last
week's Fall Festival. It raised $4,200 for new library books.
```

Can't upload? Your Google admin may have turned off skills or uploads. Use SOP 6, Step 2 instead, or ask IT for Education to install it for you.

Done when: the skill shows under Customize → Skills and you've produced and reviewed one newsletter with it.

Troubleshooting and sources

Problem	Fix
"Gemini isn't available for your account"	Admin must turn on the Gemini app for staff (SOP 1).
Can't see Skills or can't share one	Admin must allow Gems and skills sharing.
Gemini can't see email or calendar	Turn on Google Workspace in Customize → Connectors (SOP 3); admin may need to allow it.
No Scheduled actions option	Check the plan and admin settings; run the briefing by hand meanwhile.
Output too long or not your voice	Add a sample of your writing to the skill (Add files) and say "keep under one page."

Screens and menu names change often. Check against the sources below before each training.

Sources (checked Nov 4, 2026)

- Turn the Gemini app on or off (Google Workspace Admin Help)
- How Gemini Gems benefit K-12 educators (EdTech Magazine, Mar 2026)
- Scheduled actions in the Gemini app (Google blog)
- Gems in the Workspace side panel (Android Central)

Next step: a free AI Readiness Assessment

Attended FCAC 2026? Your school's AI Readiness Assessment from IT for Education is complimentary. We review which AI tools your staff already use, how your accounts and data settings are configured, and where your policies have gaps. You get a report with clear next steps.

Book it: call 305-403-7582 or visit itforedu.com.

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Last updated: November 13, 2026

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The interactive version of this guide saves your school name and checkmarks only in your own web browser. This information is not sent to IT for Education or anyone else, and clearing your browser data removes it.

10. Connected accounts and automated tasks

Connecting an email account, calendar, or file storage to an AI service gives that service ongoing access to the connected information under the provider's terms. Schools should have their technology administrator approve each connection and review its permissions before staff connect accounts.

Scheduled and automated tasks run without a person watching. Users should review every result and pause or remove any task that is no longer needed or no longer works as expected.

11. Not for emergencies

AI tools can miss, misread, or misjudge urgent messages. They must never replace the school's safety, emergency, incident-reporting, or mandatory-reporting procedures, and must not be relied on to detect situations that require immediate action.

12. Staff use only

The tools and setups in this guide are intended for adult school staff. They are not designed for students and should not be configured on student accounts. Each provider's age requirements and eligibility rules apply.

13. Downloadable files

Downloadable files, such as skill files and templates, are provided "as is." The school's technology administrator should review each file before it is installed and decide whether uploads and skills are allowed in the school's accounts.

14. Sample content

Schools, people, and events in examples and practice materials, including "Riverside Prep," are fictional and included only for demonstration. Any resemblance to actual persons or organizations is coincidental.

15. Complimentary assessment offer

The complimentary AI Readiness Assessment is offered without any obligation to purchase services. It is subject to availability and scheduling capacity, and IT for Education may change or end the offer at any time.

16. Independent review

Schools are encouraged to consult their administrators, technology leadership, privacy officers, and legal counsel before implementing AI systems involving institutional or personal data.

Need help? IT for Education · 305-403-7582 · itforedu.com. Screenshots taken Nov 2026; the newsletter form is an illustration. Your screen may look slightly different.