West Irondequoit Central School District

Brookview and Seneca Elementary
Administrative Responsibilities

2026-2027

	**Alicia Spitz, Principal** Office: 585-336-1620 (Seneca) Office: 585- 1630 (Brookview) Alicia_Spitz@westiron.monroe.edu	**Elizabeth Armstrong, Assistant Principal** Office: 585-336-1620 (Seneca) Office: 585- 1630 (Brookview) Elizabeth_Armstrong@westiron.monroe.edu 
Teaching & Learning	IST/PST/Team Meetings (ICT) Attendance Meetings Grade Level Meetings SES Meetings (as needed) Behavior and Discipline (Tier 3 or as needed to support) Ongoing Data Analysis (Academic, Behavioral, Social-Emotional) Instructional Leadership Team Meetings Plan and help to facilitate Faculty Meetings and Professional Learning	IST/PST/Team Meetings (ICT) Attendance Meetings Grade Level Meetings SES Meetings (as needed) Behavior and Discipline (Tier 2) Ongoing Data Analysis (Academic, Behavioral, Social-Emotional) Instructional Leadership Team Meetings Plan and help to facilitate Faculty Meetings and Professional Learning
Personnel Supervision & Evaluation	Daily Absence Report (at assigned building) - Including lunch monitors Goal Setting and monitoring Instructional Coaching Human Resource Needs (Interviewing, Reference Checks) for all staff needs Staff assignments Report Card Review Supervision and Evaluation (WITA, WIMSEO and WIESA) WinCap and Timecard Approvals	Daily Absence Report (at assigned building) - Including lunch monitors Goal Setting and monitoring Instructional Coaching Human Resource Needs (Interviewing, Reference Checks) for all staff needs Report Card Review Train lunch/recess monitors Supervision and Evaluation (WITA ,WIMSEO and WIESA)
School Operations, Events, and Student Activities	BLERP Budgeting DASA Compliance (lead)	Arrival and Dismissal Procedures DASA Compliance (support) 504 Compliance

West Irondequoit Central School District

Brookview and Seneca Elementary

Administrative Responsibilities 2026-2027

	NYS Testing Operations PTSA Events Master Schedule Safety Drills/ Safety Team Meetings PTSA Events and Meetings ML Schedules Space Management Regular Communication to Staff Regular Communication to Families	Grade 3 Science Investigations and Make-Ups Master Schedule and Modified Schedules as needed Safety Drills/ Safety Team Meetings School Assemblies/Celebrations New Entrant Processes PTSA Events and Meetings Field Trip Coordinator (with k-6 lead teacher) Regular Communication to Staff Regular Communication to Families
Committees, Teams, and Stakeholder Engagement	Shared- Decision Making Team (Plan and Facilitate) Faculty/Grade Level Meetings Professional Learning District Level (Safety, Technology, Wellness)	Shared- Decision Making Team (Plan and Facilitate) Faculty/Grade Level Meetings Professional Learning District Level (Safety, Technology, Wellness)
Other Assigned Duties	District Level Committees (as requested)	District Level Committees (as requested) Social Media