



West Irondequoit Central School District

Colebrook and Briarwood Elementary Administrative Responsibilities

2026-2027

	Jennifer Dewitz, Principal Cell: 585-784-0807 Office: 585-342-1330 x62999 Jennifer_Dewitz@westiron.monroe.edu	Katie DeFazio, Assistant Principal Cell: (585) 776-5506 Office: (585) 342-1330x 63082 (CB) (585) 336- 1610 x 61684 (BW) Katie_DeFazio@westiron.monroe.edu 
Teaching & Learning	IST/ PST/ EPST Attendance Intervention/Meetings Team Planning Meetings (SES, Related Service, Grade Level) Behavior and Discipline (Tier 3 or as needed to support) Data Analysis Faculty Meetings/Professional Learning Instructional Leadership Team Meetings K-3 instruction	IST/ PST / EPST Attendance Intervention /Meetings Team Planning Meetings (SES, Related Service, Grade Level) Behavior and Discipline Data Analysis Faculty Meetings/Professional Learning Instructional Leadership Team Meetings K-3 instruction
Personnel Supervision & Evaluation	Daily Absence Report Goal Setting and monitoring Instructional Coaching Human Resource Needs Report Card Review Supervision and Evaluation (WITA, WIMSEO and WIESA) WinCap and Timecard Approvals	Daily Absence Report Goal Setting and monitoring Instructional Coaching Human Resource Needs Report Card Review Train lunch/recess monitors Supervision and Evaluation (WITA, WIMSEO and WIESA)
School Operations, Events, and Student Activities	BLERP Budgeting Community Schools DASA Compliance 504 Compliance PTSA Events Safety Drills/ Safety Team Meetings School Assemblies/Celebrations PTSA Events	Arrival and Dismissal Procedures BLERP Budgeting Community Schools DASA Compliance NYS Testing Operations/Grade 3 Science Investigations Scheduling Safety Drills/ Safety Team Meetings School Assemblies/Celebrations

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	ML Schedules Space Management Weekly Communication to Staff Weekly/ Monthly Communication to Families	New Entrant Processes PTSA Events Field Trip Coordinator
Committees, Teams, and Stakeholder Engagement	School-Based Planning Team Shared- Decision Making Team Community Schools Faculty/Grade Level Meetings Professional Learning District Level (Safety, Technology, Wellness, Curriculum Council)	School-Based Planning Team Shared- Decision Making Team Community Schools Faculty/Grade Level Meetings Professional Learning District Level (Safety, Technology, Wellness, Curriculum Council)
Other Assigned Duties	Social Media Curator	Social Media Curator Data Pulls (as needed)

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