



West Irondequoit Central School District

Dake Junior High School Administrative Responsibilities

2026-2027

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Teaching & Learning Instructional support/liaison for • PE/Athletics • Special Education • OT/PT • Speech Language • Counselors, Social Workers, Psychologists Report Cards/Honor Roll Code of Conduct/Discipline Flowchart	Grade 7 student management, inc. 8:1:1 Instructional support for STEAM • Science • Technology/ Engineering • Art • FACS • Mathematics Annual Reviews/504 Mtgs	New Student Placement Process Grade 7 student management, inc. 12:1:1 & 12:1:4 Instructional support for Humanities • ELA/Library • Social Studies • World Languages • Reading Intervention Annual Reviews/504 Mtgs

Personnel Supervision & Evaluation Staff Supervision and Evaluations School Climate and Culture Faculty Meetings Staffing Determinations Substitute/Coverage needs Staff Attendance	Staff Supervision and Evaluations School Climate and Culture	Staff Supervision and Evaluations School Climate and Culture Parent Conferences
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WELCOME. NURTURE. INSPIRE.



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School Operations, Events, and Student Activities	Budget and Purchasing BEDS 6 go 7 Transition Process/Orientation New Staff Orientation/Meetings Open House Awards Ceremony Parent Conferences Field Trips, Assemblies/Special Programs Extra-Curricular Coordinator Student Teachers Room Utilization and Building Conditions Nursing Health Services TIG Acceleration Enrichment Liaison Club Liaison • Student Council • 8th Grade Trip	Website/Social Media Parent Conferences Picture Day Student Attendance Assessment Testing Coordinator Club Liaison • Art • Robotics • Culinary Club • Morning Show • GSA • Mosaic • Yearbook • Peer Mediators/Conflict Resolution	Summer Mailing Coordination Student Handbook & Student Agendas Lockers Club Liaison • Best Buddies/Natural Helpers • World Languages & Sign Language • Ski Club • Drama Club • Chess/Game of Strategy Club	
Committees, Teams, and Stakeholder Engagement	Building Goals and Actions Weekly Newsletters Parent Newsletters	Building Goals and Actions DASA Coordinator Urban Suburban	Building Goals and Actions DASA Coordinator	

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	PTSA Committees/Meetings - School Based Planning - SES - PST - Related Service Meetings - Cabinet	Committees/Meetings - Testing Committee - IST Grade 8	New Student Placement Process Master Scheduling and Admin Duties Emergency Drills and Procedures Committees/Meetings - Culture and Climate - IST Grade 7 - Safety	
Other Assigned Duties				