



West Irondequoit Central School District

Irondequoit High School Administrative Responsibilities

2026-2027

	Alecia Zipp-McLaughlin IHS Principal Alecia_mclaughlin@westiron.monroe.edu 	Mark Foster Assistant Principal (585)336-2912 Mark_Foster@westiron.monroe.edu Grades 10-12, students with last names A-L 	Sonja Griffin Assistant Principal (585)336-3037 Sonja_griffin@westiron.monroe.edu (Grades 10-12 Students w/ last names M-Z) 	Casey Nelan Assistant Principal 595-336-2915 Casey_nelan@westiron.monroe.edu 9 th grade 
Teaching & Learning	Professional Development for: Faculty Cabinet School Based Team Attend Department Curriculum Development Sessions	Math Technology Business Consult Program	Special Education: 12:1:4, 8:1:1 Science ENL	English Social Studies World Language 15:1:1
Personnel Supervision & Evaluation	Non-Tenure Teachers Assistant Principals Clerical Youth Assistants Custodians Cleaners	Teachers Teaching Assistant Teacher Aides Clerical	Teachers Teacher Assistants Clerical	Teachers Teaching Assistants Clerical

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School Operation s, Events, and Student Activities	Arrival/Dismissal Oversee: Graduation planning Attendance Student Activities Arrival and Dismissal Code of Conduct and Suspensions Budget Staffing Substitutes Club Advisors Field Trips Level 1 Threat Assessment Supervise various sporting events (home football games, Adam Milne game) Attend Senior Day for various sports teams Attend various vocal and instrumental concerts Attend all Awards Ceremonies Attend We Are IHS Book signing event Oversee Arts Fest planning and supervision	Arrival/ Dismissal Student Discipline Cafeteria Supervision Master Scheduling CSE – 2 days of Annual Reviews Cell Phone Process- Regents Exams Graduation Planning NHS/NTHS Ceremony 11/12 Awards Ceremony Oversee February Institute Oversee Clas Council and Class Elections Lead Cohort Meetings Oversee Student Council Dance Oversee Junior Prom and Senior Ball Spring Play approval Senior event planning Oversee Blue Key, Gold Key, and parking Oversee Aide Handbook, training, and scheduling Reunification Planning and Updates	Arrival/ Dismissal Student Discipline Cafeteria Supervision Graduation Planning Planning for Senior Events (Prom/Ball) Parking Permit for Seniors Oversee Blue/Gold Key updates to Student Handbook Plan and organize February/April Institute CSE-2 days of facilitating Annual Reviews Field Testing, NYSESLAT AP Exam Coordinator MCC/Dual Credit Coordinator Summer Academy	Arrival/ Dismissal Student Discipline Cafeteria Supervision Level1 Threat Assessment Plan and Coordinate building level drills Supervise various sporting events (home football games, Adam Milne game) Attend various vocal and instrumental concerts Regent Exam (and Field Testing) Coordinator Chair CSE – 2 days of Annual Reviews Oversee, Plan and Present 9/10 Awards Ceremony Freshman Orientation Oversee April Institute updates to Student Handbook Lead Cohort Meetings Supervise Junior and Senior Ball Fall play approval

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	Approval Process for 3 performing arts productions Oversee student parking process Oversee Cohort process and intervention planning	Summer School/Transportation Supervise various sporting events (home football games, Adam Milne game) Attend Senior Day for various sports teams Attend various vocal and instrumental concerts		
Committees, Teams, and Stakeholder Engagement	School Based Team IHS Cabinet District Safety Team Building Safety Team Threat Assessment Level 1 Team Threat Assessment Level 2 Team DASA Coordinator Extra-Curricular Activities IHS PTSA Respond to parent/community emails and phone calls	District Health and Wellness Committee District Screen-time Committee Building Safety Team IHS Cabinet IHS SBPT DASA	District DEI Committee District Curriculum Council Committee IHS Safety Team Member IHS School Based Team Member IHS Cabinet Member DASA Member	STEP Steering Committee Code of Conduct Committee IHS Safety Team Member IHS School Based Team Member IHS Cabinet Member DASA Member
Other Assigned Duties	Authorize weekly pay vouchers Authorize absences Oversee All Testing Procedures (Regents, AP, NYSESLAT, Field Testing) Instructional Walkthroughs Collaborative Walkthroughs	Instructional Walkthroughs District Cabinet meetings	IHS Musical Script Approval Process	Collaborative Walkthroughs District Cabinet meetings

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	District Cabinet Meetings 3:1 Meetings Schedule administrative presence at all music events, representation at athletic events Weekly Newsletter to Faculty Monthly Newsletter to Families Oversite of ERP Oversite of Emergency Medical Procedures Monitor Cohort Process Present to BoE school progress			
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