



West Irondequoit Central School District

Iroquois Middle School Administrative Responsibilities

2026-2027

School Leadership	Christian Zwahlen Principal 585-336-0806 585-481-0784 Christian_Zwahlen@westiron.monroe.edu 	Nadine Avallone Assistant Principal 585-336-0828 585-557-1358 Nadine_Avallone@westiron.monroe.edu 
Teaching & Learning	IST/PST Attendance Intervention Team Planning Meetings (SES, Related Services, Grade Level, & Content Areas) Instructional Walk-Throughs Data Pulls & Analysis Faculty Meeting/Professional Learning Lead	IST/PST Facilitation Team Planning Meetings (SES, Related Services, Grade Level, & Content Areas) Instructional Walk-Throughs Data Pulls & Analysis Curriculum Materials Field Trip Planning & Coordination Intervention Communication
Personnel Supervision & Evaluation	Supervision & Evaluation (WITA, WIESA, & WIMSEO) Goal Setting & Progress Monitoring Instructional Coaching Staffing – Interviewing & Reference Checks (Teaching & Non-Teaching Staff) Staff Assignments WinCap & Timecard Approvals	Supervision & Evaluation (WITA & WIESA) Goal Setting & Progress Monitoring Instructional Coaching Staffing – Interviewing & Reference Checks (Non-Teaching Staff)
School Operations, Events, and Student Activities	Behavior and Discipline (Tier 3/As Needed Supports & Interventions) Regular Communication to Staff & Families School Safety & Security Lead Budget DASA Compliance 504 Compliance Extracurricular Programming & PTSA Programming/Events School Assemblies & PBIS Celebrations ML Schedules/Campus Use/Space Coordination Safety & Security Committee Lead	Arrival & Dismissal Protocols & Procedures Lunch & Recess Protocols & Procedures Lunch & Recess Staffing TA Scheduling New Entrants Performance, PBIS, Team Building, Grade-Level & Other Assemblies Fire Safety & Other Community Outreach/Programming Class Rosters Staff Coverage
Committees, Teams, and Stakeholder Engagement	School-Based Planning/Shared-Decision Making Team Lead Community Schools Lead District-Level Committees (Safety, Wellness, Curriculum, PDP, Etc)	School-Based Planning/Shared-Decision Making Team Support Community Schools Support District-Level Committees (Safety, Wellness, Curriculum, PDP, Etc)

WELCOME. NURTURE. INSPIRE.