



West Irondequoit Central School District

Listwood & Southlawn Administrative Responsibilities

2026-2027

	Principal- Jake Shirley SL: 585-266-5070 LW: 585-336-1640 Jacob_Shirley@westiron.monroe.edu 	Assistant Principal- Kaitlin Groat SL: 585-266-5070 LW: 585-336-1640 Kaitlin_Groat@westiron.monroe.edu 
Teaching & Learning	PST Faculty Meetings/PD Intervention Reviews	IST Books and Instructional Materials
Personnel Supervision & Evaluation	DASA APPR- Assigned Faculty New Teacher Supervision Support Plans TA, Clerical, Custodial Evaluation	APPR-Assigned Faculty Support Plans
School Operations, Events, and Student Activities	General Operations PTSA Discipline Appeals Budget and Orders SC Sped Team Meetings	Scheduling Initial Discipline - Exclusionary Events Field Trips Staff Duty Schedules BTA Safety and Security ICT Team Meetings
Committees, Teams, and Stakeholder Engagement	PTSA Community Engagement School Based Planning/Shared Decision Making Community Schools Principal Coffee Hours	Co-Facilitator: Faculty Meetings School Based Planning/Shared Decision Making Community Schools
Other Assigned Duties	On-going and extended needs directed to supervisor/evaluator	On-going and extended needs directed to supervisor/evaluator

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