



Suffolk Public Schools

Division Support Plan: Mack Benn Jr. Elementary School

Role	Support Provided	Frequency
Coordinator of Compensatory Programs	<ul style="list-style-type: none">• Monitor grant balances, spending progress, and projected grant closeout• Ensure alignment with purchases and services align with the grant's requirements and are allowable.• Regular fiscal monitoring will occur through scheduled check-ins and review of expenditure reports to ensure alignment with approved strategies and interventions, grant requirements, and allowability guidelines.• Collaborate with school leadership to regularly review implementation and student outcome data, ensuring resources are used efficiently and adjusted as needed to maximize impact and sustain improvement	Monthly Quarterly
Coordinator of Academic & Intervention Support	<ul style="list-style-type: none">• Assist in the development of a comprehensive improvement plan that coordinates the use of Title I, Title II, Title III and Title IV funds, along with state and local funding sources.• Assist in the monitoring and implementation of the Comprehensive School Support Plan• Assist in the selection of Evidence Based Interventions based on the data• Assist in ongoing data review cycles using multiple measures (e.g., formative, benchmark, and progress-monitoring data) to assess progress toward achieving two consecutive years of growth required for exit• Assist in quarterly monitoring meetings, supplemented by walkthroughs and instructional observations, will be used to review progress, provide feedback, and make data-informed adjustments as needed.• Assist with the revision or replacement strategies and interventions based on updated needs assessments and student performance data, and strengthen accountability measures for implementation.	Monthly Quarterly As needed
Chief Academic Officer	<ul style="list-style-type: none">• As Chief Academic Officer, I will lead the alignment of division-level resources and policies to catalyze rapid improvement at Mack Benn Jr. Elementary School. By overseeing the integration of Tier 1-3 evidence-based interventions and fostering operational flexibility in staffing and budgeting, my department ensures that school-level initiatives are not just compliant, but transformative. We are committed to a rigorous cycle of data-informed oversight and job-embedded professional learning to guarantee sustained growth in literacy and mathematics for students with disabilities and all students. Key to my leadership in this implementation is the operational flexibility necessary to succeed and the removal of bureaucratic hurdles.	As needed

	<ul style="list-style-type: none"> Approval and review of purchases prior to acquisition of goods and services. 	
Chief of Schools	<ul style="list-style-type: none"> As the lead champion, the Chief of Schools will clear away any roadblocks or division rules that make it hard for the school to reach its goals. By overseeing technology and school leadership, the Chief of Schools ensures Mack Benn gets the best tools and support right away. I will also serve as a coach for the principal, meeting regularly to check on progress and help the school stay on the right path. This allows the division to handle the big-picture planning so that teachers and students can focus on success in the classroom. 	As needed
Director of Elementary Leadership	<ul style="list-style-type: none"> Approval of purchases prior to acquisition of goods and services Supervises the School Principal in the execution of grant activities. Monitors site-level climate and culture to ensure the project has the necessary environment to succeed Engage in ongoing data review cycles using multiple measures (e.g., formative, benchmark, and progress-monitoring data) to assess progress toward achieving two consecutive years of growth required for exit Lead quarterly monitoring meetings, supplemented by walkthroughs and instructional observations, to review progress, provide feedback, and make data-informed adjustments as needed Collaborate with school leadership to regularly review implementation and student outcome data, ensuring resources are used efficiently and adjusted as needed to maximize impact and sustain improvement 	As needed Monthly Monthly Quarterly Monthly
Director of Curriculum and Instruction	<ul style="list-style-type: none"> Ensure all content areas are effectively supporting the school through strong PLC structures, intentional planning meetings, instructional modeling, and co-teaching practices. Oversee and ensure the effective implementation of math and English interventions to support student growth. Engage in ongoing data review cycles using multiple measures (e.g., formative, benchmark, and progress-monitoring data) to assess progress toward achieving two consecutive years of growth required for exit Conduct learning walks in collaboration with school administrators to observe instruction and engage in reflective discussions to support continuous improvement. Review and monitor the implementation of their multi-year school support plan 	Monthly Bi-Weekly Quarterly Quarterly Monthly
Director of Special Education	<ul style="list-style-type: none"> Collaborate with Curriculum and Instruction to ensure special education staff are engaged in PLCs, planning meetings, instructional modeling, and co-teaching practices. Oversee and ensure the effective implementation of high leverage practices to support growth for students with disabilities in math and English. 	Monthly Monthly

Coordinator of Professional Learning	<ul style="list-style-type: none"> • Support job-embedded professional learning and targeted technical assistance to support sustained implementation and continuous improvement. • Support professional learning evaluation and strategic planning 	
Coordinator of Data and Research	<ul style="list-style-type: none"> • Collaborate with school leadership to regularly review implementation and monitor student outcome data, ensuring resources are used efficiently and adjusted as needed to maximize impact and sustain improvement 	Quarterly