

Name of School: Diocesan Boys' School

(District: Kowloon City)

### Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

We (Diocesan Boys' School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

#### Objective

**After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in teaching-related administrative work, especially in reducing teachers' workload of preparing teaching materials for eLearning lessons.**

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
<u>Teaching-related administrative work</u>	<ul style="list-style-type: none"><li>To enhance the administrative effectiveness and reduce teachers' workload of preparing teaching materials for eLearning lessons</li></ul>	<ul style="list-style-type: none"><li>Employ an Administrative Assistant (IT Support) to handle the procurement, setting up and maintenance of iPad, develop an electronic system for online iPad booking, administer the inventory of iPad, provide technical support to and assist teachers in developing teaching materials for eLearning lessons and offer training to the current IT technicians</li></ul>	<ul style="list-style-type: none"><li>iPads procured on time, set up and managed properly thereafter</li><li>Electronic system for online iPad booking established</li><li>80% of the teaching staff opine that they receive technical support and assistance from the Administrative Assistant</li></ul>	<ul style="list-style-type: none"><li>\$240,000 as Salary for Administrative Assistant (IT Support) for 12 months (MPF included)</li></ul>	<ul style="list-style-type: none"><li>The electronic system for online iPad booking will continue to be utilized</li><li>Other IT technicians will continue to provide technical support to and assist teachers in eLearning</li></ul>

<sup>1</sup>Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communication, and school premises management.