

Po Leung Kuk Tong Nai Kan Junior Secondary College

Use of Capacity Enhancement Grants (2024-2025)

Method of consultation: Staff Meeting

Number of classes: 18

Item	Targets	Implementation Plan	Date	Budget (source)	Success indicators	Evaluation strategies	Person-in-charge
Employment of a <u>0.37</u> full-time IT Manager	1. To relieve teachers' workload so that teachers can concentrate on curriculum development and the integration of information technology in teaching	1. Perform the duties of IT manager	9/2024 - 8/2025	Salary: \$15,000×12 = \$180,000 MPF (ER): \$750×12 = \$9,000 Total: \$189,000	<ol style="list-style-type: none"> The IT Manager has ensured secure and stable network infrastructure within budget, including both the wired and wireless network, for school administration, learning and teaching purposes. The IT Manager has ensured reliable and well-managed desktop/portable devices and IT facilities within budget, including the iPad, iMac, Mac mini and MacBook, for school administration, learning and teaching purposes. The IT Manager has ensured fit-to-requirements and well-designed software applications within budget, including all school-tailored apps and platforms, for school administration, learning and teaching purposes. 	• Evaluation by the Administration and Public Liaison Head	• Head of Administration and Public Liaison
Employment of part-time coaches/tutors or hiring of outside services for extra-curricular activities	1. To relieve teachers' workload so that teachers can concentrate on curriculum development and coping with the diverse learning needs of students	1. Perform the duties of coaches/tutors for the following extra-curricular activities: - Creativity Course - ECA Session - Aerospace & Aviation - Other ECA	9/2024 - 8/2025	Creativity Course: \$50,000 ECA Session: \$90,000 Aerospace & Aviation: \$50,000 Other ECA: \$58,000 Total: \$248,000	<ol style="list-style-type: none"> Each coach/tutor has taken their leading or hosting responsibilities for a minimum of 12 lessons per activity throughout the year. All coaches/tutors have prepared teaching and learning materials for the team/class. All coaches/tutors have trained students to participate in competitions, or have shown some student achievements after the trainings/lessons. 	• Evaluation by the Extra and Cross Curricular Activities Committee (ECCAC) Heads	• Heads of Extra and Cross Curricular Activities Committee (ECCAC)
Employment of part-time tutors or hiring of outside services for gifted education training in Visual Arts and Music	1. To relieve teachers' workload so that teachers can concentrate on curriculum development of the subjects and coping with the diverse learning needs of students in the subjects	1. Perform the duties of tutors/instructors for the following gifted education training: - Visual Arts - Music	9/2024 - 8/2025	Visual Arts: \$40,000 Music: \$40,000.00 Total: \$80,000	<ol style="list-style-type: none"> Each visual arts tutor has taken at least 10 hours of lessons for the team. Percussion instructor has given students at least 25 lessons with a minimum of 50 hours of training time. Clarinet and saxophone tutor has given students at least 13 lessons with a minimum of 26 hours of training time. All tutors have trained students to participate in competitions, or have shown some student achievements after the trainings/lessons. 	• Evaluation by the Integrated Arts – Visual Arts and Music Heads	<ul style="list-style-type: none"> • Head of Integrated Arts – Visual Arts • Head of Integrated Arts – Music
Total : \$517,000.00							
2023-2024 Surplus : \$ 69,755.40 2024-2025 Grant : \$ 527,292.00 Total : \$ 597,047.40							