

**Po Leung Kuk Tong Nai Kan Junior Secondary College**  
**Use of Capacity Enhancement Grants (2022-2023)**

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>0.25</u> full-time IT Manager	1. To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies to improve and enhance learning and teaching	1. Perform the duties of IT Manager	9/2022 - 8/2023	Salary: \$8,000×12 = \$96,000  MPF (ER): \$400×12 = \$4,800  Total = \$100,800	1. The IT Manager has ensured a stable network service within budget, including both the wired and wireless network, for use by all staff members and students. 2. The IT Manager has ensured stable portable devices within budget, including both the MacBook and/or iPad, for use by all staff members and students. 3. The IT Manager has ensured advanced software applications within budget, for school administration, teaching and learning purposes.	1. Evaluation by the Administration and Public Liaison Head	1. Heads of Administration and Public Liaison
Employment of a <u>0.9</u> full-time Mathematics and Science Teacher	1. To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies to improve and enhance learning and teaching	1. Perform the duties of a teacher	9/2022 - 8/2023	Salary: \$32,500 × 12 = \$390,000  MPF (ER) \$1,500×12 = \$18,000  Total = \$408,000	1. The teacher has taken up the teaching workload of 2 classes of Mathematics subject and 2 classes of Sciences. 2. The teacher has taken up the exam paper setting and marking workload of Science subject. 3. The teacher has finished all S1 – S3 MC markings in Tests and Exams for Mathematics subject. 4. The teacher has prepared e-learning materials and other learning and teaching materials for Science and Mathematics. 5. The teacher has helped to train the Science Team students to participate in competitions and research works. 6. The teacher has assisted Math Club to organize 3 activities in the year. 7. The teacher has taken up the duties in the School Open Day for Science subject, and in the CoolSTEAMaker festival for Mathematics and Science subjects.	1. Evaluation by the heads of Department of Mathematics and Department of Science	1. Heads of Department of Mathematics and Department of Science
Total : \$508,800.00							
2021-2022 Surplus : \$ 5,485							
2022-2023 Grant : \$ 509,812							
Total : \$ 515,297							