

ECF Saint Too Canaan College

2008-2009 Capacity Enhancement Grant Plan

Consultation methods – as an agenda item in our Staff Meeting. After a detailed discussion, teachers agreed to recruit Teaching Assistants to relieve the non-teaching workload.

1. Event

Relieve Administrative Work

2. Major Concern

Teachers are responsible for lots of administrative and clerical duties which can be shared by other supporting staff.

3. Strategies and Methods

To recruit 3 Teaching Assistants (Chinese Language, English Language and Mathematics) to share some of the administrative duties of teachers. These include lesson substitution, attend detention classes, prepare teaching materials and arrange SBA activities.

4. Expected outcomes

- a) The administrative assistants can take up some of the clerical and administrative duties within the staff room operation.
- b) The teachers can save more time to prepare lesson and teach students after school.

5. Timetable

From Sept, 2008 - Aug, 2009

6. Required resources

3 Teaching Assistants ($\$11,000 \times 12 \times 1.05 \times 3 = \$415,800$)

7. Success Criteria

- a) Teachers agree that their clerical workload are shared & relieved.
- b) The administrative work can be organized and coordinated in a systematic way.

8. Evaluation methods

Questionnaire and statistics

9. Responsible Staff

Ms Lee Hoi Yi (Executive Officer)

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