SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
Use of "Enhancing Teachers' Capacity Grant"
Employment of a Technical Support Service Officer 1 (TSSO1) 2013 – 2014
Programme Plan

Purpose

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform and the NSS curriculum.

Objectives

1. To give technical support to teachers in the application of IT for the Education Reform and the NSS curriculum development.

2. To assist teachers in collecting and arranging the L&T materials through the Internet, the related software and EDB.

3. To assist teachers in the production of teaching aids and L&T materials with the application of IT tools.

4. To provide technical support for teachers in preparing and conducting the lessons involving the use of IT, especially in the MMLC.

5. To help and instruct students in various IT-related activities held by school.

6. To give technical support for the software installation and hardware maintenance of the school network system.

Implementation

1. A Technical Support Service Officer 1 (TSSO1) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicant will be interviewed by the school's IT Committee. The employment period is about 12 months (1 September 2013 – 31 August 2014).

2. The TSSO1 has to assist the teachers in the following aspects:

   ➢ To download teaching materials through Internet or other IT sources.
   ➢ To prepare school-based teaching aids and materials by IT tools.
   ➢ To make preparation and arrangement for the lessons and school functions involving IT.
   ➢ To assist teachers in conducting lessons in the CR, CAL and MMLC.

3. The TSSO1 provides technical support for the software installation and hardware maintenance of the school network system.

4. The TSSO1 provides guidance and instructions for students in different IT-related activities during off-lesson times, including summer holidays in July and August.

Budget

The monthly salary for employment of a computer technician on non-civil service contract terms:
$$\$\ \underline{12{,}400} + \text{MPF } (5\ \%) = \$\underline{13{,}020}$$

The total expenditure for 12 months $= \$\underline{12{,}472} \times 12$
$$= \$\underline{156{,}240}$$

Success Criteria

1. 15 – 20 % of the school curriculum is taught with the application of IT.

2. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in the application of IT in teaching.

3. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in conducting the IT-related activities.

4. The school network system can run smoothly throughout the school year with the assistance of the TSSO1.

Methods of Evaluation

1. Survey from teachers on the effectiveness of the TSSO1 to relieve their workload in the application of IT in teaching.

2. Survey from teachers on the effectiveness of the TSSO1 to relieve their workload in conducting the IT-related activities.

3. Performance appraisal on the TSSO1 by the IT Committee.

4. Survey from the subject teachers concerned on the results of the application of IT in teaching.