

Name of School: HKMA David Li Kwok Po College (District: Yau Tsim Mong)

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

We (the School) have read and understood 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

To support administrative work in teaching departments and Science-Technology-Engineering-Mathematics (STEM) Education

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Teaching-related administrative work, information management and communications	<ul style="list-style-type: none"><li>To reduce the administrative workload of teachers and enhance the development of STEM Education.</li></ul>	<ul style="list-style-type: none"><li>To employ a teaching assistant to handle the administrative work in teaching departments and support work related to STEM Education.</li></ul>	<ul style="list-style-type: none"><li>75% of teachers agree that their administrative workload has been reduced.</li><li>75% of teachers in the STEM Education Team agree that the administrative work related to STEM Education is streamlined and reduced.</li><li>Resources related to STEM Education are properly managed and supported.</li></ul>	\$250,000 (Sep 2016 – Aug 2018)	<ul style="list-style-type: none"><li>The school will use its own fund to continue work in this area.</li></ul>