

- A. School Development Team** 學校發展組  
(Deans, VP and P)
- B. Crisis and Complaints Management** 危機及投訴處理組  
(DDGC, Deans, VP and P)
- C. Administrative Council** 學校行政組  
(All committee heads, VP and P)
- D. Professional Development Team** 專業發展組  
Staff Fellowship and Teacher Retreat, staff development activities.....

## SALEM-Immanuel Lutheran College School Administration Structure 2016-2017

### Incorporated Management Committee

Principal 黃堯姬

**E. Church-School Cooperation Team** 堂校合作組  
(School Chaplain-Rev Jacob Tse and church representatives,  
DRAC, D1 and P)

**Vice Principal 孔雪兒 (School Improvement)**

\* Duty allocation    \* Staff supervision and staff appraisal    \* School Plan and Report    \* Teaching Assignment    \* Financial Management    \* SEN development Supervision    \* Curriculum Development (KLAs)    \* Ceremony Arrangement

Dean 1 羅紹國 (校園行政及聯絡總監)	Dean 2 何順鑽 (學務發展總監)	Dean 3 余淑賢 (學生發展及支援總監)
<b>Campus Management and School Liaison</b> School Image building	<b>Academic Development</b> <ul style="list-style-type: none"> <li>Academic Policies and Measures</li> <li>Management of Subject Panels (L&amp;T Effectiveness)</li> <li>Academic Culture (Academic Activities coordination...)</li> <li>Graduation and Promotion</li> </ul>	<b>Student Development and Support</b> <ul style="list-style-type: none"> <li>Student Leader Development</li> <li>Pastoral Care and Form Development</li> <li>Assembly and Form Period, OLE coordination</li> <li>Student Activities Funds Management</li> <li>Healthy School Policy and Program</li> </ul>
<b>A. Campus Management Unit</b> 校園行政組 - 羅紹國 <ul style="list-style-type: none"> <li>Janitors</li> <li>Major and minor repairs/maintenance school security, beautification</li> <li>Ceremony and Stage management</li> <li>Monitoring on trading operation</li> <li>Tuck Shop</li> <li>Student Affairs– Uniform, ID card, photo taking, Fire drill, MI Rm, Lost and Found etc</li> <li>Staff welfare</li> </ul>	<b>A. Academic Administration Committee</b> 教務行政組 – 麥鴻昌 Unit 1 Academic Affairs <ul style="list-style-type: none"> <li>Student Admission</li> <li>Examination and Assessment (Internal &amp; External)</li> <li>Generation of Assessment Data (Marks / Learning Attitude Entry Arrangement, Assignment Record...)</li> <li>Subject Selection (Add/ Drop) &amp; Class allocation</li> <li>Scholarship (Internal &amp; External)</li> </ul> Unit 2 System and Data Management Support <ul style="list-style-type: none"> <li>Timetabling and Lesson Substitution</li> <li>WebSAMS, Award system and SLP Support</li> <li>SBA, L&amp;T enhancement</li> <li>School Data Management and Analysis, Report Card</li> <li>School Self-evaluation (APASO, Stakeholder survey.....)</li> </ul>	<b>A. Religious Affairs Committee</b> 宗教事務組 – 羅偉業 <ul style="list-style-type: none"> <li>Christian Education</li> <li>Campus (student and parent ) Evangelical Work</li> <li>School Pastors Ministry</li> <li>Church and School Cooperation</li> <li>Morning Assembly, Monday Prayer meeting</li> </ul>
<b>B. School Promotion and Liaison Committee</b> 學校宣傳及聯絡組 – 趙汝儉 <ul style="list-style-type: none"> <li>Publicity, Publication (school pamphlet, newsletter)</li> <li>PTA, AA</li> <li>School Souvenirs</li> <li>WoW Production</li> </ul>	<b>B. Learning and Teaching Development Committee</b> 學與教發展組 – 何杏嫻 <ul style="list-style-type: none"> <li>School Based Curriculum Coordination (EMI, LAC, Project Work, Reading to Learn, Exchange program...)</li> <li>Subject Based L&amp;T Strategies (School Major Concerns, Enhancement &amp; Remedial, Public exam, Supplementary Lessons...)</li> <li>Subject Management (Assignment Inspection, Lesson Observation, Textbook...)</li> <li>Learning Habits (Learning Routines, Academic Result Review...)</li> <li>Assignment Support (Detention class, Shaping Scheme...)</li> <li>Learning Support Measures (Study Room, Self-study Period, Academic Secretary, Display board, Warning Letter...)</li> <li>Underachievers, Elites (Internal &amp; External Programs)</li> <li>School Librarian</li> </ul>	<b>B. Discipline and Guidance Committee</b> 訓輔組 – 譚裕秋、陳慧明 <ul style="list-style-type: none"> <li>Disciplinary award system, moral habits, character building</li> <li>Pastoral care , case handling, self -concept and social development, SEN coordination</li> <li>S.1 /S.4 Orientation and Form Development,</li> </ul>
<b>C. Information Technology Committee</b> –資訊科技及教育組 - 何美儀 <ul style="list-style-type: none"> <li>IT in education, e-learning</li> <li>Multi-media and Information Technology Application Support</li> <li>Management of school web and intranet</li> <li>Management of servers</li> <li>Management of IT Technicians</li> </ul>		<b>C. Extra-curricular Activities Committee (Life-wide Learning)</b> 課外活動組 –吳偉強 <ul style="list-style-type: none"> <li>Student Activity : ECA, School teams, SU, 4Houses, Class Association, Achievement Sharing, SLP junior</li> <li>LWL activities planning and coordination (LWL day, post-exam period and summer holiday), i-Horizon</li> </ul>
		<b>D. Life Education Committee</b> 生命教育組 – 屈佩芬 <ul style="list-style-type: none"> <li>Health, Sex and Drug Education (Healthy living and life, environmental edu....)</li> <li>Moral, Civic and National Edu (Study Tour to China), Social Service</li> <li>Career Guidance and Life Planning Education (career-related experience, OEA/SLP, Testimonials)</li> </ul>

25.4.2016 draft

**Student Performance and Achievement**