**國立員林農工104學年度學務工作計畫**

**第一學期**

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| 項目＼月份 | 8月 | 9月 | 10月 | 11月 | 12月 | 1月 | 計畫 |
| 體育班集訓 | ◎ |  |  |  |  |  |  |
| 樂隊集訓 | ◎ |  |  |  |  | ◎ |  |
| 第一次性平委員會 | ◎ |  |  |  |  |  |  |
| 新生始業輔導 | ◎ |  |  |  |  |  |  |
| 擬訂班會議題 | ◎ |  |  |  |  |  |  |
| 擬訂週會活動 | ◎ |  |  |  |  |  |  |
| 擬訂社團活動 | ◎ |  |  |  |  |  |  |
| 擬定值週教師輪值表 | ◎ |  |  |  |  |  |  |
| 導師擔任各委員序號抽籤 | ◎ |  |  |  |  |  |  |
| 期初學務會議 | ◎ |  |  |  |  |  |  |
| 開學典禮 | ◎ |  |  |  |  |  |  |
| 家長代表推舉 |  | ◎ |  |  |  |  |  |
| 家長代表大會 |  |  | ◎ |  |  |  |  |
| 家長委員會 |  |  |  | ◎ |  |  |  |
| 畢冊招標 |  | ◎ |  |  |  |  |  |
| 海外教育旅行招標 |  | ◎ |  |  |  |  |  |
| 導師會議 |  | ◎ | ◎ | ◎ | ◎ |  |  |
| 幹部訓練 |  | ◎ |  |  |  |  |  |
| 社團幹部訓練 |  | ◎ |  |  |  |  |  |
| 高三校外教學出團 |  | ◎ |  |  |  |  |  |
| 高三校外教學檢討會 |  | ◎ |  |  |  |  |  |
| 學生會選舉政見發表 |  | ◎ |  |  |  |  |  |
| 學生會主席選舉 |  | ◎ |  |  |  |  |  |
| 社團指導老師研習 |  | ◎ |  |  |  |  |  |
| 社團博覽會 |  | ◎ |  |  |  |  |  |
| 第一次教育儲蓄戶會議 |  | ◎ |  |  |  |  |  |
| 管樂社-彰化縣國慶樂隊遊行比賽 |  |  | ◎ |  |  |  |  |
| 社團選社 |  |  | ◎ |  |  |  |  |
| 教師節短片競賽活動 |  |  | ◎ |  |  |  |  |
| 敬師週活動 |  |  | ◎ |  |  |  |  |
| 畢業紀念冊拍照 |  |  | ◎ | ◎ |  |  |  |
| 新庄東高校來訪 |  |  |  | ◎ |  |  |  |
| 社團快閃演出 |  |  |  | ◎ |  |  |  |
| 國際學生環境論壇 |  |  |  | ◎ |  |  |  |
| 第一次獎懲委員會 |  |  |  | ◎ |  | ◎ |  |
| 社團指導老師會議 |  |  |  | ◎ |  |  |  |
| 運動會創意進場 |  |  |  | ◎ |  |  |  |
| 全校運動會 |  |  |  | ◎ |  |  |  |
| 高一校外教學招標 |  |  |  | ◎ |  |  |  |
| 國際教育旅行出團 |  |  |  |  | ◎ |  |  |
| 學生會聖誕慈善聯歡活動 |  |  |  |  | ◎ |  |  |
| 週記抽查 |  |  |  |  | ◎ |  |  |
| 童軍幹訓 |  |  |  |  | ◎ |  |  |
| 高三校外教學參觀規劃 |  |  |  |  | ◎ | ◎ |  |
| 畢冊編輯與共同頁製作 |  |  |  |  | ◎ | ◎ |  |
| 學生事務委員會 |  |  |  |  |  | ◎ |  |
| 畢冊完稿 |  |  |  |  |  | ◎ |  |
| 導師知能研習 | ◎ |  |  |  |  | ◎ |  |
| 班會討論議題 | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ |  |
| 週會講座執行 | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ |  |
| 導師會議 |  | ◎ | ◎ | ◎ | ◎ |  |  |
| 學務處各項競賽活動 |  | ◎ | ◎ | ◎ | ◎ | ◎ |  |
| Siep計畫申請送件 |  |  |  | ◎ |  |  |  |
| 學生事務委員會 |  |  |  | ◎ |  | ◎ |  |
| 期末學務暨導師會議 |  |  |  |  |  | ◎ |  |
| 擬訂結業式日程 |  |  |  |  |  | ◎ |  |
| 擬定返校日日程 |  |  |  |  |  | ◎ |  |
| 擬訂開學日日程 |  |  |  |  |  | ◎ |  |
| 全國高級中學童軍大露營 |  |  |  |  |  | ◎ |  |
| 反黑反毒反霸凌反詐騙講座 | ◎ |  |  |  |  |  |  |
| 地震教育及緊急避難演練 |  | ◎ |  |  |  |  |  |
| 新生健康檢查 |  | ◎ |  |  |  |  |  |
| 環境教育研習 |  | ◎ | ◎ | ◎ | ◎ |  |  |
| 環境教育成果實施填報 |  |  |  |  | ◎ |  |  |
| 環境教育計畫填報 |  |  |  |  |  | ◎ |  |
| 整潔評分總結 |  |  |  |  |  | ◎ |  |
| 寒假返校打掃 |  |  |  |  |  | ◎ |  |
| 體育班暑假集訓 | ◎ |  |  |  |  |  |  |
| 運動防護員巡迴服務計畫核銷 | ◎ |  |  |  |  |  |  |
| 運動防護員巡迴服務計畫請款 | ◎ |  |  |  |  |  |  |
| 彰化縣縣民運動會 | ◎ |  |  |  |  |  |  |
| 彰化縣體育會理事長盃跆拳道錦標賽 | ◎ |  |  |  |  |  |  |
| 全國田徑分齡賽 |  | ◎ |  |  |  |  |  |
| 城市盃全國田徑公開賽 |  | ◎ |  |  |  |  |  |
| 縣長盃田徑錦標賽 |  |  |  | ◎ |  |  |  |
| 全國中等學校田徑錦標賽 |  |  |  | ◎ |  |  |  |
| 縣長盃跆拳道錦標賽 |  |  |  | ◎ |  |  |  |
| 體育班發展委員會 |  |  |  |  | ◎ |  |  |
| 體育班寒假集訓 |  |  |  |  |  | ◎ |  |
| 運動會籌備會 | ◎ |  |  |  |  |  |  |
| 運動會報名 |  | ◎ |  |  |  |  |  |
| 運動會 |  |  |  | ◎ |  |  |  |
| 專任運動教練獎勵金申請 | ◎ |  |  |  |  |  |  |
| 排球比賽 |  | ◎ | ◎ |  |  |  |  |
| 健康操比賽 |  |  |  | ◎ |  |  |  |

**第二學期**

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| 項目＼月份 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 檢核及說明 |
| 樂隊集訓 |  |  |  |  |  | ◎ |  |
| 友善校園週 | ◎ |  |  |  |  |  |  |
| 複合式防災演練 |  | ◎ |  |  |  |  |  |
| 家長委員會 |  | ◎ |  |  |  |  |  |
| 高一全人教育成長營 |  | ◎ |  |  |  |  |  |
| 高一校歌比賽 |  | ◎ |  |  |  |  |  |
| 技能學習出團 |  |  |  |  |  | ◎ |  |
| 海外技能學習招標 |  | ◎ |  |  |  |  |  |
| 第二次性平委員會 | ◎ |  |  |  |  |  |  |
| 第二次教育儲蓄戶會議 | ◎ |  |  |  |  |  |  |
| 第三次教育儲戶會議 |  |  |  |  | ◎ |  |  |
| 校車招標 |  |  | ◎ |  |  |  |  |
| 服裝招標 |  |  | ◎ |  |  |  |  |
| 團膳招標 |  |  | ◎ |  |  |  |  |
| 健康促進學校計畫送件 |  | ◎ |  |  |  |  |  |
| 工讀生業務 | ◎ | ◎ | ◎ | ◎ | ◎ |  |  |
| 擬訂並執行班會議題 | ◎ | ◎ | ◎ | ◎ | ◎ |  |  |
| 擬訂並執行週會活動 | ◎ | ◎ | ◎ | ◎ | ◎ |  |  |
| 辦理學生銷過 | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ |  |
| 擬訂並執行社團活動 | ◎ | ◎ | ◎ | ◎ |  |  |  |
| 擬定值週教師輪值表 | ◎ |  |  |  |  |  |  |
| 召開期初學務會議 | ◎ |  |  |  |  |  |  |
| 開學典禮 | ◎ |  |  |  |  |  |  |
| 導師知能研習 | ◎ |  |  |  |  | ◎ |  |
| 優質化申請送件計畫 |  |  | ◎ |  |  |  |  |
| 各項學務競賽 |  | ◎ | ◎ | ◎ |  | ◎ |  |
| 家長委員會議 |  | ◎ |  |  |  |  |  |
| 飢餓12活動 |  | ◎ |  |  |  |  |  |
| 高三校外教學招標作業 |  | ◎ | ◎ |  |  |  |  |
| 畢冊校稿出版 |  | ◎ | ◎ | ◎ |  |  |  |
| 高三包高中祈福活動 |  |  | ◎ |  |  |  |  |
| Open school大地遊戲 |  |  | ◎ |  |  |  |  |
| 社團評鑑 |  |  | ◎ | ◎ |  |  |  |
| 彩虹志工出隊 |  |  | ◎ | ◎ |  | ◎ |  |
| 母親節感恩週活動 |  |  |  | ◎ |  |  |  |
| 學生會歌唱海選 |  |  |  | ◎ |  |  |  |
| 週記抽查 |  |  |  | ◎ |  |  |  |
| 薪傳心傳 |  |  |  | ◎ |  | ◎ |  |
| 校慶活動 |  |  |  | ◎ |  |  |  |
| 社團評鑑 |  |  |  | ◎ |  |  |  |
| 社團成果展 |  |  |  | ◎ |  |  |  |
| 童軍營隊 |  |  |  | ◎ |  | ◎ |  |
| 導師輔導知能研習計畫送件 |  |  |  | ◎ |  |  |  |
| 歡送畢業生歌唱暨才藝競賽 |  |  |  |  |  | ◎ |  |
| 召開期末學務會議 |  |  |  |  |  | ◎ |  |
| 樂隊期末成果展 |  |  |  |  |  | ◎ |  |
| 畢業典禮 |  |  |  |  |  | ◎ |  |
| 召開期末學務會議 |  |  |  |  |  | ◎ |  |
| 擬訂結業式日程 |  |  |  |  |  | ◎ |  |
| 擬訂返校日日程 |  |  |  |  |  | ◎ |  |
| 結業典禮 |  |  |  |  |  | ◎ |  |
| 體育班大學術科考試 | ◎ |  |  |  |  |  |  |
| 中小學聯合運動會 |  | ◎ |  |  |  |  |  |
| 全國中等學校運動會 |  |  | ◎ |  |  |  |  |
| 體育班暑假集訓 |  |  |  |  |  | ◎ |  |