



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** August 23, 2016

**TITLE:** Approval of Reclassified Position – District Substitute Coordinator

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**BACKGROUND:**

The District recently conducted a review of the Human Resources Specialist position overseeing the substitute placement function. The job description was reviewed and compared to the current duties and responsibilities of the position.

To ensure accurate representation and classification, the position was retitled and reclassified to reflect the current responsibilities and functions of the position. Attached is the revised job description.

Although a revised job description was needed, a salary modification was not warranted. The scope, nature and complexity of the position remained essentially the same and therefore did not require a change in compensation. Consequently, the District will not incur a monetary expense increase.

The incumbent will remain in the position and will be notified accordingly of the new title and job description.

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**RECOMMENDATION:**

It is the recommendation of the administration that the Human Resources Specialist position responsible for the substitute placement function be retitled and reclassified as District Substitute Coordinator with no change in rate of compensation.

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**INITIATED BY:**

  
Michael Bejarano, Chief Academic Officer Secondary Education 6-12

8/12/16  
Date: August 12, 2016

  
Patrick Nelson, Superintendent