



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

---

**DATE OF MEETING:** November 17, 2015

**TITLE:** Approval of New Position – Routing Coordinator – Transportation, Replacing Former Position of Chief Clerk

---

**BACKGROUND:**

The software systems used to create bus routes for delivering students to school and home again safely and efficiently have changed dramatically over the course of the past few years. These systems now rely on geographic information systems and data integration from within the student information system to locate student addresses and assign students to appropriate bus stops for transport. The changes in the work involved in using and maintaining these systems require a change in the specified job duties and qualifications for the position. Consequently, a new position, Routing Coordinator – Transportation, has been created. Attached is the new job description, which will better describe the new job functions of a technology based position.

The new position will replace the outdated full-time Chief Clerk position – the position which previously performed routing services. The new position will require more technology, computer and software skills to perform the essential functions of the position. The Chief Clerk, as the name implies, was primarily clerical in nature. Currently, the Chief Clerk position is filled on a short term basis; therefore, the creation of this position will not displace a career employee, allowing the District to recruit an individual with the skills and training necessary to perform the higher level tasks now associated with school bus routing.

This position will be paid at Range I (\$12.87 - \$13.31/hour) of the Classified/Support Staff salary schedule and will work a fiscal year schedule.

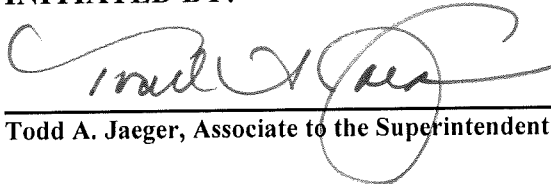
---

**RECOMMENDATION:**

It is the recommendation of the administration that the creation of the Routing Coordinator – Transportation position be approved.

---

**INITIATED BY:**

  
Todd A. Jaeger, Associate to the Superintendent

Date: November 6, 2015



Patrick Nelson, Superintendent