Eagle Point School District 9
District Office Administration Organization & Responsibilities
2026-27

	Jim Helmen Superintendent	Gwen Swearingen Director Business Manager	Valerie Shehorn Director Teaching and Learning and Special Programs	Jen Durham Director Human Resources

Organizational	• District Governance
	• District Management
	• School Board
	• Executive Officer/District Clerk
	• Secondary Alternative Education
	• Crater Lake Charter Academy
	• Strategic Planning
	• Community Relations & Employee Relations
	• Approval of all Personnel Appointments and Assignments
	• Student Achievement
	• Career & Technical Education
	• Legal Services
	• Communication
	  ○ Public Media
	  ○ Staff & Parents
	• Student Support Programs: Safety/Programs
	  ■ Attendance
	  ● District Early Leaver Tracking
	  ■ Student Health Survey
	  ■ Homeschool
	  ■ Suicide Prevention
	  ■ Gang prevention
	  ■ School Safety/ Crisis Plan
	  ● SRO
	  ● ALICE
	  ● Crisis Management
	  ● Jackson County Level II Threat Assessment Team
	  ● Reunification
	• Athletics
		• Business Office Operations
		• Deputy Clerk
		• Financial Planning
		• Facilities Planning and Capital Projects
		• Maintenance
		• Technology
		• Food Services
		• Charter Schools
		• Data Processing
		• Risk Management
		• Grants & Systems Administration
		  ○ Integrated Plan (Amy)
		  ■ TSI/CSI
		  ■ SIA
		  ■ Early Literacy
		  ■ High Dosage Tutoring
		  ■ HSS/M98
		  ○ Federal Programs (Amy)
		  ■ Title Programs I-IV
		  ■ ELL
		  ■ Foster Liaison
		  ■ McKinney-Vento
		  ■ Activities/clubs
		• 3rd Party Contracts
		• Clubs/Student Body Accounts
			• Special Programs
			  ○ Special Education
			  ○ Section 504
			  ○ TAG
			  ○ Concussion/TBI
			  ○ CPI Training/Ukeru
			• Teaching & Learning/School Improvement
			  ○ Curriculum Resource Mgmnt
			  ○ Assessment Management
			  ○ School/District Improv.
			  ■ PLCs Districtwide
			  ■ District Data Review
			  ○ Professional Development
			  ○ Instructional Coaching
			  ○ MTSS/RTII
			  ○ Summer Learning Programs
			  ○ D9 Dual Language Program
			  ○ Elementary Outdoor Ed
			  ○ Interpreting Supports
			  ○ Elementary Alternative Education
			• Grant Management
			  ○ Comprehensive Literacy State Development Grant (CLSDG)
			• Student Support Programs: Discipline/Behavior
			  ○ PBIS (MTSS)
			  ○ CCS Team
			  ○ Student Mgmt Staff
			  ○ Matrices
			• Student Health Services (SBHC)
				• Personnel Services
				• Transportation
				• Bargained Agreements
				  ○ CLRT
				  ○ Contract Administration
				• Employee Certification
				• Hiring/Staffing Support
				  ○ Recruitment & Retention
				  ○ New Teacher Mentor
				• District Staff Handbook
				• Staff/Student Handbook Support
				• Grievance Processing
				• Employee Evaluation and Coaching Support for Principals & Supervisors
				• D9 Educational Opportunities
				• Equity
				• Title IX and Sex Discrimination
				• Civil Rights Coordinator
				• New Teacher Orientation
				• New Teacher Program
				• Mentor Program
				• Edustaff
				• 3rd Party Staffing

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Supervision	• District Office Administrators
	  ○ Gwen Swearingen
	  ○ Valerie Shehorn
	  ○ Jen Durham
	• Supervisors
	  ○ Dean MacInnis
	  ○ Chris Valavala
	  ■ ALICE Training
	• Superintendent/Board Secretary
	  ○ Loris Fenner
	• EPHS
	  ○ Heather Marinucci
	• URCEO
	  ○ Mike Shunk
		• Supervisors
		  ○ Robert Allen
		  ○ John Harding
		  ○ Amanda Jones (Sodexo)
		• Business Office
		  ○ Molli Neuenschwander
		  ○ Maria Howell
		  ○ Stephanie Waldron
		  ○ TBD (District Controller)
			• Director of OT&L Secretary
			  ○ Jan Morris
			• Federal Programs
			  ○ Amy Isackson
			• Building Principals
			  ○ ERE/LCLC -Brigette Hayes
			  ○ HES -Heather Marrs
			  ○ TRE -Hollie Donarski
			  ○ SCS - Regina Jordan
			• Lead Instructional Coach
			  ○ Sean Davidson
			• Student Support/Behavior
			  ○ Eric Thomas
			  ○ Joe Meerten
			  • Special Services Coordinator
			  ○ Sherry Becker
			  • District-Wide SPED
			  ○ School Psychologists
			  ○ Occupational Therapist
			  ○ COTA
			  ○ CLCA Sped Teacher & IAs
				• Human Resources Specialist
				  ○ Iris Smith
				  ○ Art Soffner
				• EPMS
				  ○ Chris Angle-Hobson
				• WMMS
				  ○ Vic Lease
				• Transportation
				  ○ Lindsey Bivens

Meetings	• Board Meetings/Work Sessions • Budget Committee • Directors • DLT • Principal Meetings Weekly EPHS & URCEO • Athletic & Activities, 6-12 • Shehorn & Valavala (biweekly) • 3-County Superintendents Meetings • OSBA • Facilities Committee • D9 Foundation • Rotary • Superintendent Advisory Committee	• Board Meetings/ Work Sessions • Budget Committee • Directors • DLT • Regional Meeting • Safety Committee • OASBO • Food Services Mtg. • Technology Supervisor Mtg. • Maintenance & Facilities Mtg.	• Board Meetings/ Work Sessions • Directors • DLT • Principal Meetings (weekly/monthly) • Regional Sped and Curriculum Directors Meetings @ SOESD • ODE Grant Meetings/Office Hours • Instructional Coach Mtg. • RCH Meetings • RCC Elementary Education Advisory • District SpEd Meetings/School Psych Meetings • Hungerford Sped Connections • Weekly Principal Coaching Meetings	• Board Meetings/ Work Sessions • Directors • DLT • Association Meetings • CLRT • Regional HR Meetings • Weekly Principal Meetings - Lease & Angle Hobson, Bivens • Transportation Supervisor Mtg.

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Programs & Operations	• School Board
	• Leadership Development
	• Budget Committee
	• State Legislature
	• District/Board Policy
	• Building and Planning - Bond
	• Staff and Community Public Relations Communications
	• Admin. Hiring, Discipline, Assignments, Terminations, Admin. Salary Negotiations and Salary Placement
		• District Budget Process
		• Annual Financial Audit
		• Employee Payroll
		• Accounts Payable
		• Accounts Receivable
		• District Insurance (P&L)
		• Employee Health Insurance
		• Workers Comp / SAIF / RTW
		• District Safety
		• Legal
		• Energy Management
		• Purchasing
		• Investments
		• Cost Analysis
		• Unemployment Insurance
		• Facilities/Property Management
		• AHERA
		• Technology
		• Third-Party Contracts
		• Title Program Coordinator (I,IA, IC, ID, IIa, IId, III, IV, V) (Amy)
			• Health & Nursing Services
			  ○ Rogue Community Health
			  ○ District Nurse
			• Early Intervention & Intervening Services
			• K-12 Section 504 Oversight
			• Assessment Coordination (School/District)
			• Guidance and Counseling Framework
			• Professional Development
			• Assist with School Improvement
				• Job Posting
				• ADA/Affirmative Action
				• Process Job Applications
				• Personnel Records
				• Employee Contracts & Inservice
				• Employee Evaluations
				• Job Descriptions
				• Classification & Salary Placement
				• Employee Grievances, Complaints & Assistance
				• Coordinator of Attorney Involvement for Personnel
				• Coordination & Support with Employee Assistance Programs
				• Substitute Employee System
				• Student Teacher Placements
				• OFLA/FMLA Administration
				• Paid Leave Oregon
				• Mentor Program
				  ○ New Teacher
				• Contract Compliance

Liaison	▪ City of Eagle Point ▪ Chamber of Commerce ▪ Josephine, Jackson, Klamath County and ESD Superintendents ▪ Federal and ODE ▪ Rogue Community College ▪ Oregon School Boards Association ▪ COSA ▪ OSAA ▪ D9 Foundation ▪ Eagle Point Rotary ▪ COE Board	▪ ODE ▪ SAIF/PACE ▪ OSHA ▪ State Employment Department ▪ IRS ▪ Oregon School Business Officials ▪ County Business Officials ▪ Architects/Contractors ▪ Attorneys - Safety ▪ Shady Cove/Eagle Point/County Planning Depts ▪ City of EP Econ Dev Com ▪ SOESD Technology ▪ OEBB	▪ ODE Assessment ▪ ODE Curriculum ▪ ODE School Improvement ▪ ODE/Office of Student Learning and Partnerships ▪ Federal Programs (IDEA) ▪ Regional/State Agencies ▪ Southern Oregon Head Start	▪ EPEA-Eagle Point Education Association ▪ TSPC-Teacher Standards & Practices Committee ▪ Labor Law Organizations & Contacts as needed ▪ OSPA-State Personnel Administration ▪ Legal Services