



Central Carolina Regional Educational Service Alliance

Serving School Districts in the Heart of North Carolina

TO: Board of Directors

FROM: Neil Pedersen
Executive Director

SUBJ: Executive Director's Allocation of Time

DATE: February 12, 2019

As the Board embarks on its search for a new Executive Director, I thought that it might be helpful for me to describe all of what the job entails since, for the most part, superintendents' direct interactions with the Executive Director are limited mostly to Board meetings.

When the Central Carolina RESA first started, the Executive Director primarily planned and conducted monthly board meetings along with offering one professional development program during the year. In addition, I believe many of the RESA Executive Directors attended State Board meetings as necessary, because in those days there weren't the many channels for communication that exist today. That role expanded at the CCRESA prior to my arrival to include organizing four councils and occasionally supporting PD programs that DPI offered and for which they requested CCRESA's assistance. During the last seven years, the responsibilities of the position have continued to grow.

As a quick overview, I estimate that I spend my time as follows:

- 35% Supporting the work of our six **Councils**, including preparing for their meetings, participating in them, and following up with notes, etc. after the meetings.
- 20% Planning, arranging, contracting for, attending, and sometimes conducting **Professional Development** programs offered by the CCRESA.
- 10% Overseeing and supporting **CCTI**
- 10% Preparing and participating in **Meetings of the Board of Directors** and communicating with Board members (primarily the officers)
- 10% **Professional reading**, keeping up with educational issues, and sharing information with Board and Councils
- 10% Carrying out the **Administrative functions** of the organization, including supervising and supporting Dana.
- 5% Attending **Professional meetings**, usually those that superintendents or their staffs are attending.

These are very rough estimates and can vary considerably from year-to-year. When we had Race to the Top funds, I spent more time on professional development and administration. When we were applying to be a 501(c)3, more time was required for administrative functions and working with the Board. Most recently, CCTI has required more of my time.

I would hasten to say that this is how I spend my time but a new Executive Director may see things differently. I'm sharing this information, however, to encourage the selection committee to give considerable weight to those responsibilities that are not very visible to you. The heart of the CCRESA's work and the way it should be valued, in my opinion, is the effective functioning of the Councils and the providing of quality professional development. Most, in fact almost all, interactions that the Executive Director has are with your staff members, not with superintendents.

Finally, I'll comment on the demands of the position. I've, certainly, considered this to be a part-time job; however, I really haven't kept track of my hours. It is safe to say that there are both slow and very busy months. There are times when I work more than 40 hours per week and other weeks when I'm doing little more than checking email and following up as required. I estimate that I, probably, spend about 30 hours per week working and additional time traveling. For the most part, I'm working from home except when there are programs taking place at the CCRESA facilities. I, probably, average coming to the office 2-3 days per week. That said, I'm rarely away from email more than a few hours, and I'm checking email every day. My travel time is about 50 minutes. I think that it's important for the Executive Director to live within an hour of the office so that the commute is not overly burdensome and tiring. Distance should not discourage the Executive Director from coming to the office when his/her presence would be important.

I hope this information is helpful, and I'm more than happy to support the Board in its search in any way that is desired.