DUNEDIN FINE ART CENTER     (DFAC)
DUNEDIN, FLORIDA

POSITION TITLE: Adult Education Director

GENERAL DESCRIPTION OF DUTIES
The Adult Education Director shall operate and administer the adult education program within
the framework of the policies, plans, and approved budget of DFAC.
Reports to the Vice-President, COO.

SPECIFIC DUTIES AND RESPONSIBILITIES

• Develop and maintain qualified faculty and plan educational programs
• Expand class offerings to include advanced classes and master artist workshops
• Institute policies in order to maximize studio usage and increase number of students
• Conduct semi-annual reviews of all faculty members and hold faculty meetings
• Develop copy and coordinate publishing of online and print class schedules
• Review and revise pricing and programming structure for all adult educational
  offerings
• Prepare adult education budget and oversee maintenance of statistics and data
  entry and retrieval for the program
  Prepare reports for the Vice-President outlining estimates for programs,
  activities and projections

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the DFAC, they are not an essential
part of the purpose of this position and may also be performed by other members.

Performs routine administrative/office work as required, including but not limited to answering
the telephone, typing reports and correspondence, copying and filing documents, conducting and
attending meetings, entering computer data, etc.

Performs related duties as required.

SPECIAL REQUIREMENTS

Four year college degree.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data
and/or information.
**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for co-workers and volunteers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone.

**Verbal Aptitude:** Requires the ability to use a variety of tools necessary for class preparations, reference, descriptive and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of logical synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgments, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

**PERFORMANCE INDICATIONS**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures of DFAC as they pertain to the performance of essential duties of the Adult Education Director.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities.
**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to Vice-President, COO with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and directions when clarification of results or consequences are justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

**Relationships with Others:** Shares knowledge with co-workers for mutual benefit. Contributes to maintaining high morale. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Organizing:** Efficiently organizes own work.
**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with co-workers, volunteers and constituents.

The DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.