

TO BE PROVIDED ITEMS

REVISION OF JOB DESCRIPTION AND APPOINTMENT – ADULT EDUCATION PROGRAM COORDINATOR (TO BE PROVIDED)

Rend Lake College Board of Trustees

August 11, 2026

RECOMMENDATION: To revise the job description and appoint Ms. Misty Bradley as Program Coordinator – Adult Education, on a full-time, 50-week, non-tenure track, grant-funded contract at an annual salary of \$42,000 prorated for the remainder of the fiscal year, effective September 1, 2026.

RATIONALE: Misty is familiar with the responsibilities of the role and was well prepared for the interview. She has the education and experience necessary to be successful in the position.

EFFECTIVE DATE: September 1, 2026

If Employment:

JOB TITLE: Program Coordinator – Adult Education

SALARY: \$42,000

CLASSIFICATION: Professional / Technical

OF WEEKS: 50

TENURE TRACK: Yes _____ No X

GRANT FUNDED: Yes X No _____

EXEMPT/ NON-EXEMPT: Non-Exempt

EXEMPT CLASSIFICATION: NA

RECOMMENDATION FOR APPOINTMENT

General Information

Position to be Filled:	Program Coordinator – Adult Education
Number of Applicants:	15
Number of Applicants who Met Advertised Requirements	15
Number of Applicants Contacted for an Interview:	5
Number of Applicants Interviewed:	4
Applicants Interviewed by:	Linda Stasko, Chad Copple, Cathy DeJarnette, Angie Kirkpatrick, Jessica Bertolozzi, Vickie Golliher, Tim Reynolds.

<u>Applicant Recommended:</u>	Misty Bradley
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<u>Educational Preparation:</u>	Bachelor of Science, Health Care Management
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<u>Experience:</u>	Rend Lake College Career Services & Retention Specialist 2025 – Current Hospice of Southern Illinois Community Education Coordinator 2023-2025 Unity Christian School First Grade Teacher 2019-2022
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Program Coordinator - Adult Education ~~Student Services~~

JOB DESCRIPTION

POSITION TITLE: Program Coordinator – Adult Education ~~Student Services~~
DEPARTMENT: Adult Education and Family Literacy
REPORTS TO: Director – Adult Education and Family Literacy
SUPERVISES: ~~N/A Student Workers~~
STATUS: Active
DATE: 08/11/2026 ~~11/8/16~~

ESSENTIAL FUNCTIONS

1. Coordinate recruitment and retention strategies for adult education/HSE students.
2. Facilitate the overall registration process: complete required ~~paperwork forms~~, conduct standardized assessments, and place students into ~~established~~ appropriate classes; **enter this information into the college and state software systems.**
3. Maintain student's permanent file and enter required information into state mandated data system (~~DAISI~~).
4. Provide and assist students with the tools to explore career and educational goals.
5. Document and update academic and career objectives in individual participant's files.
6. Provide direct services to students, including providing general advising on financial aid, tuition waiver, admission procedures, secondary education certificates and degrees at RLC.
7. Monitor and follow-up on student progress and barriers.
8. ~~Design and implement an incentive program to encourage student retention and learning gains.~~ **Facilitate workforce education activities as mandated by grants and partnerships.**
9. Develop and implement a system to encourage transition of HSE graduates into post-secondary education to include career awareness activities, guest speakers, workshops, campus field trips, etc.
10. Provide and coordinate support to students by determining types of social services needed and work with students to coordinate those services.
11. Assist the Director of Adult Education with compiling required grant reports and applications, as directed.
~~11 Collaborate with partnering agencies, school district administrators, and staff to develop and schedule classes as well as provide educational environment, computers, and learning materials.~~
~~12 Build partnerships with educators, agencies, and service organizations to develop referral process for college district residents.~~
~~13 Teach Adult Education classes as assigned.~~
12. **Collaborate with program staff to gather statistics and data for program evaluation. Assist with developing reports to maintain college, state, and federal guidelines.**
13. **Submit adult education instructor time records to the Business Office timely and accurately.**
14. **Oversee the ordering, distribution, and maintenance of academic resources such as books, equipment, electronic devices, and web-based materials.**
15. **Submit all required forms to complete program requisitions timely and accurately.**

OTHER FUNCTIONS

- ~~14 Collaborate with program staff to gather statistics and data for program evaluation. Assist with developing reports to maintain college, state, and federal guidelines.~~
16. **Plan and coordinate HSE graduation and other special adult education programs.**
~~16 Submit adult education instructor time sheets to the Business Office timely and accurately.~~
~~17 Oversee the ordering, distribution, and maintenance of academic resources such as books, equipment, electronic devices, and web-based materials.~~
~~18 Submit all required forms to complete program requisitions timely and accurately.~~
17. **Participate in staff development opportunities, adult education staff meetings, and in-service meetings.**
18. **Perform other duties as assigned.**

Program Coordinator - Adult Education (Continued)

ENVIRONMENT

Works in an office and classroom settings. Works a standard work week with compensatory or overtime as necessary and approved in advance. Travel and evening hours will be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed for the referenced position. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the referenced position.

	Academic Support	Administrative	Clerical	Custodial / Maintenance	Professional / Technical	Supervisory	Teaching Faculty
Tenure Track (Y/N)					N		
Grant Funded (Y/N)					Y		
Full Time/Part Time (FT/PT)					FT		
Perm/Temp*					Temp (a)		
Exempt/Non-exempt					Non-exempt		
Exemption Classification					N/A		

**Temp = a) grant funded or b) ending date is known*