

NEW TEACHER CHECKLIST

We extend a warm welcome to the new educators joining Bullock County Schools. Before proceeding with the steps outlined on this page, you must complete the onboarding documents provided by Ms. Evelyn Tolliver in the Human Resources department. After completing these documents, all accounts will be established for you.

1. NOW: Setup [Professional Learning](#)
2. NOW: Turn in training documentation or begin online training for Lee vs Macon and Disproportionality. Documentation is required for ALL new teachers/administrators. If you do not provide the documentation, you must complete it. See the information on this page for access to the training.
3. AFTER AUGUST: **Update your information in the Education Directory using your bullockco.org email address.** Instructions for completing the directory process are in this document: [Instructions for AIM portal/Ed Directory](#)

Professional Learning

Professional Learning (PL) is an online documentation system for professional development. Most teachers need 50 clock hours for recertification every five years, and PL is the easiest way to report those 50 hours when recertification comes. After your email address is set up, an account in PL is created for you. You can access the account from the main district webpage under the for teachers dropdown menu. If you have trouble logging in at any time, contact [Latashia Jackson](#).

Transferring PD History

If you are coming to Bullock County Schools from another public school system in Alabama, email [Latashia Jackson](#) the name of the school system and the school where you worked, and your training history will be transferred after your account is placed in WOLEA from your previous district.

Educator Mentoring Handbook

The Mentoring Handbook can be accessed using this [link](#). The handbook includes the mentoring schedule and contact information for district faculty and staff who will help you navigate your first year in Bullock County Schools.

Disproportionality and Lee vs. Macon

Alabama public school systems must verify that all employees have been trained in Disproportionality and Lee vs. Macon. As a new employee of Bullock County Schools, we can do that in two ways.

1. Provide Human Resources with documentation of that training. Typically, you would have been given a certificate indicating completion of training. The certificates must address disproportionality, instructional strategies, and positive behavioral support.
2. Complete the training with Bullock County Schools. We provide the training through Schoology, our learning management system. You must complete the course promptly.

If you have documentation of completion for some parts of the training but not others, you will only need to complete the missing parts with us. Teachers should contact [Peggy Goodwin](#) for the course access code.