

Position Description: Educator Licensure Advisor

Role Overview:

The Educator Licensure Advisor serves as a school- or program-based point of contact to support teacher candidates and early-career educators with understanding licensure requirements and timelines. This role is designed as an additional responsibility for a practicing teacher and focuses on guidance, communication, and connection to district offices rather than direct processing or compliance oversight.

Key Responsibilities:

- Serve as a first point of contact for Conditional Teachers with general questions related to licensure pathways, requirements, and timelines.
- Provide guidance on required assessments, coursework, and documentation, referring candidates to the BCPS Office of Educator Licensure for official determinations and submissions.
- Support teacher candidates in understanding how practicum, residency, and induction experiences align to licensure milestones.
- Communicate regularly with Conditional teachers, school administrators, and district support teams to support candidate progress and identify potential licensure-related barriers early.
- Share licensure updates, reminders, and resources provided by BCPS with Conditional teachers and school support staff.
- Participate in training or briefings provided by BCPS Office of Educator Licensure to stay informed of licensure requirements and processes.

Time Commitment:

This role is intended to be limited in scope and time, with responsibilities integrated into existing teacher leadership or support structures **and shall take place during the first semester of School Year 26-27.**

Qualifications:

- Professionally licensed BCPS teacher in good standing, tenure status preferred but not required.
- Strong communication and organizational skills.
- Interest in mentoring, educator development, and supporting the teacher pipeline.
- Familiarity with Maryland teacher licensure requirements preferred but not required.