



Superintendent's Circular

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Version 01

LICENSURE REQUIREMENTS FOR PRINCIPALS/HEADS OF SCHOOL AND BASAS EMPLOYEES

*This circular will remain in effect unless rescinded or superseded
by a subsequent version.*

All principals and heads of school as well as most BASAS employees are required to hold one of five administrative licenses issued by the State of Massachusetts Department of Elementary and Secondary Education (DESE).

TYPES OF ADMINISTRATOR LICENSES

The DESE issues the following five administrator licenses:

- Superintendent/Assistant Superintendent
- Principal/Assistant Principal
- Supervisor/Director
- Special Education Administrator
- School Business Administrator

REQUIREMENTS BY ADMINISTRATOR POSITION

The BPS positions/titles below require the following licenses in the appropriate grade level(s):

| BPS Position/Title | Required License |
|--|---|
| Principal / Head of School | Principal/Assistant Principal |
| Assistant Principal / Head of School | Principal/Assistant Principal |
| Academy Director | Supervisor/Director OR Principal/Assistant Principal |
| Academy Leader | Supervisor/Director OR Principal/Assistant Principal |
| Director of Instruction | Supervisor/Director OR Principal/Assistant Principal |
| Director of Alternative Education | Supervisor/Director OR Principal/Assistant Principal |
| Small Learning Community Leader | Supervisor/Director OR Principal/Assistant Principal |
| Director of Curriculum, Assessment and Placement | Supervisor/Director OR Principal/Assistant Principal |
| Senior Curriculum Access Specialist | Special Education Administrator license OR Moderate/Severe Disabilities teaching license in combination with Principal/Assistant Principal license. |
| Senior Curriculum Manager | Principal/Assistant Principal OR Supervisor/Director OR Special Education Administrator license |
| Senior Program Director | Principal/Assistant Principal OR Supervisor/Director OR Special Education Administrator license |
| Program Director | Principal/Assistant Principal OR Supervisor/Director OR Special Education Administrator license |

Some BASAS classifications *may* require licensure depending

upon the types of duties performed. If a BASAS member is responsible for the *"Planning, Implementing, or Developing of Curriculum and Instruction"* (for 50% or more of their time), they must hold an administrator license. Additionally, if the BASAS administrator is responsible for the *"Evaluation of Employees,"* they must hold an administrator license.

If they are responsible for the planning, implementing, or developing of Curriculum and Instruction, or the evaluation of employees, the following BPS employees must hold these licenses:

| BPS Position/Title | Required License |
|------------------------------|---|
| Senior Coordinator | Principal/Assistant Principal or Supervisor/Director or Special Education Administrator license |
| Coordinator | |
| Junior Coordinator | |
| Director | |
| Assistant Director | |
| Bilingual Program Specialist | |
| Senior Program Coordinator | |

MEETING MASSACHUSETTS STATE LICENSURE REQUIREMENTS

The following information outlines general guidelines that principals, heads of school, and relevant BASAS employees should follow to meet Massachusetts state licensure requirements. The DESE will determine individual licensure requirements upon review of the administrator's application.

1. Pass the Massachusetts Test for Educator Licensure (MTEL)

in Communication and Literacy Skills. To register for the MTEL, go to: <http://www.doe.mass.edu/mtel/>.

2. Complete the licensure requirements for the administrator role sought through one of the available routes:
 - a. *Complete an Approved Program of Study.* DESE approves educator preparation programs sponsored by higher education, professional associations, collaboratives, school districts, charter schools, and other organizations. Approved programs are designed to meet the requirements for a specific administrator license. The DESE website, <http://www.doe.mass.edu/edprep>, contains a list of approved administrator preparation programs.
 - b. *Complete an Administrative Apprenticeship/Internship.* This route to licensure is primarily a field-based experience requiring a minimum of 300-500 hours depending on the license being pursued in the role of the license sought. Candidates completing this route must be guided by a trained mentor (who has held a professional license in the same role for at least three years) and participate in seminars, workshops, and other opportunities that will assist the candidates in adequately addressing the Professional Standards for Administrators.
 - c. *Be recommended for licensure through the Panel Review process.* This route is only available for administrator licensure candidates who have specific prerequisite experiences and for all superintendent candidates.
3. Apply for licensure and make payment through the online

process: (<https://www.doe.mass.edu/licensure/apply-check-status-license.html>).

4. Submit the following supporting documentation and information to the DESE:
 - a. One of the following:
 - i. Approved program endorsement
 - ii. Administrative Apprenticeship/Internship Endorsement Form. This form is accessible through the Guidelines for Administrator Routes to Initial Licensure:
<http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/panel-review-administrator-routes.pdf>
 - b. A letter written on official letterhead by the superintendent/designee, principal, or previous employer that documents the candidate has completed three years of employment in the role of the current license or other required experience.
 - c. Successful completion of the Performance Assessment for Initial License. Applicants for the Principal/Assistant Principal license are required to successfully complete the Performance Assessment for Initial Licensure (MA_PAL). This requirement is currently under development for all other administrative licenses. Licensure can be granted to those who satisfy all other licensure requirements prior to this requirement becoming available.
 - d. Official transcripts of undergraduate/graduate studies if required for specific license.

More information about the requirements for the administrator licenses is available through the Guidelines for Administrator Routes to Initial Licensure:

<http://www.mass.gov/edu/docs/ese/educator-effectiveness/licensing/panel-review-administrator-routes.pdf>

PROCESS FOR REPORTING LICENSURE TO THE OFFICE OF HUMAN RESOURCES

It is the responsibility of principals, heads of school, and relevant BASAS employees, as well as their supervisors, to ensure proper licensure is in place and recorded in the “BPS Licenses” section of PeopleSoft (found under “Workforce Development”) which is maintained by the Office of Human Resources via an electronic download from the Department of Elementary and Secondary Education.

PROCESS FOR LICENSURE RELATED VERIFICATIONS

All educators and other employees seeking licensure related verifications and/or loan forgiveness must complete the [BPS Educator Licensure-Related Verification Requests form](#).

For more Information about this circular, contact:

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