

VPK SUMMER STAFF REQUIREMENTS

VPK Director

Qualifications/ Required Supporting Documents:

- A current background screening with an “Eligible” status for the DCF General, Child Care, and Substance Abuse items.
- An Affidavit/Attestation of Good Moral Character Form with all fields completed including the county and school name.
- A DCF transcript with a current, VPK-endorsed director credential.

General Responsibility:

The VPK director oversees VPK administration and instruction. They must be onsite for the majority (at least 51%) of the VPK program.

VPK Lead Teacher

Qualifications/ Required Supporting Documents:

- A current background screening with an “Eligible” status for the DCF General, Child Care, and Substance Abuse items.
- An Affidavit/Attestation of Good Moral Character Form with all fields completed including the county and school name.
- One of the following credentials:
 - A Temporary or Professional Florida Educator Certificate in any area.
 - A bachelor’s degree or higher in early childhood education, prekindergarten or primary education, preschool education, or family and consumer science.
 - A bachelor’s degree or higher in elementary education with certification to teach children from birth through 6th grade.

General Responsibility:

The VPK lead teacher conducts VPK instruction based on Florida Standards and age-appropriate curricula (<http://www.floridaearlylearning.com/vpk/vpk-providers/the-vpk-class>) to prepare four- and five-year-old children for Kindergarten.

VPK Assistant Teacher (also known as an “aide”)

Qualifications/ Required Supporting Documents:

- A current background screening with an “Eligible” status for the DCF General, Child Care, and Substance Abuse items.
- An Affidavit/Attestation of Good Moral Character Form with all fields completed including the county and school name.

General Responsibility:

The VPK assistant teacher supports the VPK lead teacher. There is no credential requirement for this position. A VPK assistant teacher is not required for a VPK summer program. Please see “RATIO” on page 2.

VPK SUMMER STAFF REQUIREMENTS

VPK Lead Substitute

Qualifications/ Required Supporting Documents:

- A current background screening with an “Eligible” status for the DCF General, Child Care, and Substance Abuse items.
- An Affidavit/Attestation of Good Moral Character Form with all fields completed including the county and school name.
- One of the following credentials:
 - An associate degree or higher in any area.
 - A current staff credential appearing on a DCF transcript.

General Responsibility:

The VPK lead substitute can assume the VPK lead or assistant teacher role when they are not onsite. It is highly recommended to hire eligible substitutes for your VPK program in case the approved teachers become ill or go on vacation.

VPK Assistant Substitute

Qualifications/ Required Supporting Documents:

- A current background screening with an “Eligible” status for the DCF General, Child Care, and Substance Abuse items.
- An Affidavit/Attestation of Good Moral Character Form with all fields completed including the county and school name.

General Responsibility:

The VPK assistant substitute can assume the VPK assistant teacher role when they are not onsite. There is no credential requirement for this position.

RATIO: If there is only one approved VPK lead teacher, the highest acceptable teacher-to-child ratio is 1:12 in a VPK summer classroom. If there is one lead teacher with an assistant teacher or two lead teachers in one VPK summer classroom, the highest acceptable teacher-to-child ratio is 2:12. In other words, the maximum VPK summer class size is 12 children no matter how many approved VPK teachers are in one VPK summer classroom. The VPK *school year* program has different staff requirements and teacher-to-child ratios (1:11 or 2:20).

NOTE: The VPK staff qualifications for the summer program differs from the school year program. For more details regarding VPK staff qualifications, visit the Florida Office of Early Learning’s website (<http://www.floridaearlylearning.com/vpk/vpk-providers/becoming-a-vpk-provider/vpk-instructor-qualifications>).