

VPK School Year 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 or Attestation of Good Moral Character Form with all fields completed including the county and school name.
- A current, VPK-endorsed director credential proven through a DCF transcript.

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 or Attestation of Good Moral Character Form with all fields completed including the county and school name.
- One of the following credentials:
 - A current Staff/FCCPC/NECC Credential with the “Emergent Literacy” course and “Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten” course (previously called the “Standards for Four-Year-Old’s” course) completed as proven through a DCF transcript.
 - An associate degree or higher in an approved field (<http://www.floridaearlylearning.com/vpk/vpk-providers/becoming-a-vpk-provider/vpk-instructor-qualifications>) proven through a college transcript.

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 or 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 and increases the maximum allowable VPK children in one classroom to 20 (within the limitations of room capacity). There is no credential



VPK School Year Staff Requirements

requirement for this position; however, they are expected to be in the classroom during all VPK instruction.

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 or Attestation of Good Moral Character Form with all fields completed including the county and school name.
- One of the following credentials:
 - The 40-hour Introductory Child Care Training course proven through a DCF transcript.
 - A current Staff/FCCPC/NECC Credential proven through a DCF transcript.
 - An associate degree or higher proven through a college transcript.

General Responsibility:

The VPK lead substitute can assume the VPK lead or assistant teacher role when they are not onsite. It is recommended to hire eligible substitutes for your VPK program in case the lead or aide become ill or goes 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 or 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. They may NOT substitute for the lead role. There is no credential requirement for this position.

VPK School Year Ratio: If there is only one approved VPK lead teacher in a VPK school year classroom, the highest acceptable teacher-to-child ratio is 1:11 (within the limitations of room capacity). If there is a lead teacher with an assistant in the classroom, the highest acceptable teacher-to-child ratio is 2:20.

NOTE: The VPK staff qualifications and ratios for the school year program differs from the summer program. Click the following link for more details: (<http://www.floridaearlylearning.com/vpk/vpk-providers/becoming-a-vpk-provider/vpk-instructor-qualifications>).