

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 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 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 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. There is no credential requirement for this position. A VPK assistant teacher in the summer program does NOT increase the maximum allowable VPK children in one classroom.

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 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 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.

RATIO: No matter how many approved VPK lead or assistant teachers are in a VPK summer classroom, the maximum allowable children is 12 (within the limitations of room capacity). The teacher-to-child ratio could be 1:12 or 2:12.

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