

Florida Department of Education

Information for Prospective Members of the VPK Education Program Curriculum Approval Committee 2007

You are being nominated to serve on the 2007 VPK Education Program Curriculum Approval Committee (Committee). From the nominated individuals, the Executive Director of the Florida Department of Education, Office of Early Learning will select a minimum of fifteen members who represent the demographic and cultural diversity of the state to review and recommend curricula for use in the VPK Education Program. Please review the information that follows and consider the tasks and time involved. If you would like to be considered for an appointment, complete *Part II, VPK Education Program Curriculum Approval Committee Member Nomination Form* and return it to the appropriate address. Part I is completed by the nominating individual, agency, or association.

Composition of Committees and Term of Appointment

All Committee appointments are for nine months. The Committee will be composed of fifteen members with required credentials and/or experience as follows:

- Three (3) executive directors of early learning coalitions or their designee(s) – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- Four (4) directors of VPK education programs – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of director for a prekindergarten education program (public or private) for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- Three (3) instructors of VPK programs – must hold an associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program (public or private).
- Two (2) representatives of a public school district – must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- Two (2) representatives of an institute of higher education – must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (Ph.D. or Ed.D. preferred).
- One (1) representative from the Agency for Workforce Innovation - must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.

Requirements for Membership

Affidavit – Each member must sign an affidavit to the effect that he/she will faithfully discharge the duties imposed as a committee member and that he/she has no interest with any publishing company.

Training – All persons serving on the Committee must complete the mandatory training program prior to reviewing and evaluating instructional materials.

Duties and Responsibilities of State Committees

Please consider the following in making your decision to serve on the Committee. The responsibilities include

- Attending a two-day training and organizational meeting scheduled for March 26-27, 2007, in Tallahassee, FL
- Receiving and evaluating curriculum materials submitted by publishers according to established procedures provided in the training program
- Attending a two-day committee meeting in June 2007 to finalize evaluations and to recommend curricula for approval
- Completing the DOE-approved VPK Education Standards training and the Emergent Literacy for VPK Instructors online course

Expenses for Attending Meetings

Committee members will be reimbursed by the Department of Education at the state rate of that includes mileage and/or airfare to and from the meetings, meals, and lodging. Travel and expense forms will be completed at each meeting for reimbursement of expenses paid by participant's sponsoring agencies.

Additional Information

The task of evaluating instructional materials for the VPK curriculum approval process requires a good deal of time and effort; however, it is a task that is very important and worthwhile. Persons who serve on the Committee will contribute significantly to the success of the VPK Education Program throughout the state of Florida.

If this is an area in which you would like to serve, please complete *Part II, VPK Education Program Curriculum Approval Committee Member Nomination Form* and return it by **Monday, March 5, 2007**, to:

Gloria Hearn, Educational Policy Consultant
Florida Department of Education, Office of Early Learning
325 West Gaines Street, Suite 1524
Tallahassee, Florida 32399-0400

If you have any questions regarding the VPK curriculum approval process, please contact Ms. Gloria Hearn, Educational Policy Consultant or Dr. Tara Huls, Program Specialist, at (850)245-0445, or via email at gloria.hearns@fldoe.org or tara.huls@fldoe.org.