



2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447

154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: 6/24/24 Revision Date: 3/20/2025

Name: _____

Job Title: Floater

Department: Head Start/Early Head Start

Supervisor: Center Supervisor

FSLA Status: Non-Exempt

Position Status: Full Time

Position Summary: (Primary Function)

To assist teaching staff with all educational and developmental aspects of the Head Start Program in the classroom. Responsible to the Center Supervisor for implementation of the Head Start Performance Standards and North Carolina Child Care regulations pertaining to the operation of the assigned classroom

Essential Functions: (Essential Functions: **Critical** features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

- Actively recruits children for the Head Start program.
- Assists in the responsibility for the primary care of children enrolled in classroom.
- Demonstrates respect for each child's background by incorporating the cultural, linguistic, familial values of each family.
- Provides a respectful and inviting environment for children to learn and feel safe.
- Works with teaching staff to adapt the curriculum to address and meet individual goals for children as well as children identified with special needs.
- Maintain accurate and up-to-date records, including health data, parent contacts, attendance, CACFP, and In-Kind.
- Follows MPI, Head Start's active supervision policy by defensive positioning on the playground and counting every 15 minutes.
- Always maintain child-staff ratio
- Is responsible for maintaining a clean and sanitized environment,
- Promotes good health practices and contributes to the prevention of illnesses.
- Helps children development good eating habits using family style dining and sitting with the children during mealtimes.
- Implement CACFP rules and regulations and maintain accurate records, including point of meal service at time of meal.
- Completes applications and enrollments for non-English speaking families as needed
- Participates in ongoing in-service and educational development opportunities provided by the agency.
- Adheres to Mountain Projects, Inc. policy and procedures including monitoring cell phone usage.
- Plays a supplemental role in motivation and assisting parents in any way, including volunteerism.

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- Participates in on-going in-service and educational development opportunities provided by agency.
- Work hours may vary depending on responsibilities, trainings, and meetings.
- Adheres to all Mountain Projects, Inc. policies and procedures
- Reports to management immediately any suspicion of fraud, waste and abuse of agency property.
- Any other job-related assignments that may require or be deemed advisable by supervisor.

1. Qualifications:

- Preferred – EDU 119 – Childcare Credential
- Minimum – High School Diploma

2. Knowledge, Skills, and Abilities:

- Must be very detailed-oriented with the ability to prioritize tasks, organize daily activity and be able to multi-task projects/tasks.
- Must be flexible and able to adapt to changing needs, multiple task demands, and work structures.
- Ability to read and comprehend instructions, short correspondence, emails, and memos.

3. Performance/Success Factors:

- Adheres to Mountain Projects, Inc. policies and procedures including cell phone usage in the classrooms.
- Participates in ongoing in-service and educational development opportunities provided by the agency.
- Help with meal preparation when needed.
- Report to managers immediately any suspicion of waste, fraud, abuse of any agency program property, supplies, etc.
- Any job-related assignments that may be required or deemed advisable by supervisor.
Enrollment
- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of “exceeding guest expectations.”
- Able to work independently but operate within company policy guidelines using independent judgment.

4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation with quiet to moderate noise.



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- Physical demands: able to lift up to 25 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.

Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date