**Compliance/Training Director**

**Position:** **Compliance/Training Director**

**Reports To:** Executive Director / Founder
**Location:** Multi-Site (Fife, Lakewood, Tacoma)
**Status:** Full-Time

**Position Summary:**

The Regional Manager / Corporate Trainer is responsible for overseeing multiple locations of Around the Clock Childcare Center of Learning and Development to ensure compliance with WAC regulations, company policies, and high-quality standards. This role includes auditing centers, training directors and staff, overseeing compliance, and driving business development through corporate partnerships. The Regional Manager plays a vital role in maintaining operational excellence while supporting the professional growth of staff and expanding community engagement.

**Primary Responsibilities:**

**Compliance & Operational Oversight**

* Conduct **regular audits of all locations** to ensure compliance with WAC regulations and ATC policies.
* Monitor **directors and staff adherence** to licensing requirements, safety protocols, and curriculum execution.
* Perform **monthly building inspections**, ensuring facilities meet health, safety, and fire code standards.
* Review and approve all **incident reports, injury logs, and mandated reporting documentation**.
* Verify **teacher-to-child ratios** and assist in resolving staffing concerns to maintain compliance.
* Ensure **classroom environments are properly organized**, following ATC’s play-based and Montessori approach.
* Maintain accurate **staff credentialing records**, including STARS training and ongoing professional development.

**Training & Staff Development**

* Conduct **one-on-one and group training sessions** for directors, lead teachers, and office managers.
* Ensure new hires receive comprehensive **onboarding and orientation training**.
* Host **quarterly refresher courses** on curriculum implementation, safety standards, and leadership development.
* Mentor and support directors to enhance their leadership and operational effectiveness.
* Maintain an active presence at centers, providing **hands-on coaching and performance evaluations**.

**Business Development & Community Engagement**

* Develop and execute a **business-to-business (B2B) marketing strategy** to secure corporate childcare partnerships.
* Establish **corporate membership programs**, offering exclusive childcare discounts for partnered businesses.
* Negotiate agreements that **provide reciprocal discounts** for ATC families at partner businesses.
* Represent ATC at **community events, networking functions, and childcare industry conferences**.
* Develop promotional materials and outreach initiatives to expand brand recognition.

**Daily & Quarterly Functions**

* **Daily:**
	+ Conduct on-site compliance checks and provide director support.
	+ Respond to staff inquiries and resolve operational challenges.
	+ Review and approve documentation, including injury reports and compliance logs.
	+ Ensure staff maintain professional attire and adhere to uniform policies.
	+ Monitor and assist with center operations as needed.
* **Quarterly:**
	+ Conduct formal compliance audits and center evaluations.
	+ Provide corporate training sessions for leadership and staff.
	+ Implement and review marketing campaigns and business development efforts.
	+ Assess corporate membership partnerships and renew agreements.
	+ Report findings and improvement strategies to the Executive Director.

**Qualifications & Requirements:**

* Minimum **3 years of experience** in childcare administration, compliance, or corporate training.
* In-depth knowledge of **WAC regulations, licensing requirements, and early childhood education standards**.
* Experience in **staff training, leadership development, and business-to-business marketing**.
* Strong organizational, analytical, and problem-solving skills.
* Excellent communication and relationship-building abilities.
* Ability to travel between locations as needed.

**Compensation & Benefits:**

* **Competitive salary** based on experience and qualifications.
* **Benefits available after 90 days**, including medical, dental, and vision.
* **Paid time off, professional development opportunities, and performance incentives**.

**How to Apply:**

Interested candidates should submit a resume and cover letter to **support@atccenter.org** or visit our website at **atccenter.org** for more information.

Around the Clock Childcare Center of Learning and Development is an equal opportunity employer.