



Program Identity: Administrator Checklist

For Programs Serving Deaf and Hard of Hearing Infants & Toddlers

Administrators play an important role in ensuring program philosophy, bilingual language development, Deaf culture, and family partnerships are reflected throughout services, communications, and decision-making.

Program Philosophy & Language Approach

- ☐ Maintain a clear philosophy that supports language access and bilingual development.
- ☐ Ensure staff can explain and apply the program's language approach.
- ☐ Align services, policies, and family supports with program philosophy.

Reflection of Community & Families Served

- ☐ Adapt services and resources to reflect the families and communities served.
- ☐ Ensure materials are accessible to diverse linguistic, cultural, rural, and underserved populations.
- ☐ Seek family input to improve services and responsiveness.

Program Values in Action

- ☐ Ensure program values are visible in services, family engagement, and staff expectations.
- ☐ Support strengths-based conversations about language, communication, and bilingualism.
- ☐ Provide opportunities for families to connect with Deaf adults, Deaf culture, and community resources.

Unified Messaging & Representation

- ☐ Promote consistent messaging across staff, providers, partners, and program materials.
- ☐ Ensure Deaf adults and Deaf culture are represented in communications, resources, and outreach.
- ☐ Support partners in understanding and applying the program's philosophy.

Continuous Improvement

- ☐ Gather feedback from families, staff, and community partners.
- ☐ Use data and feedback to identify strengths, gaps, and opportunities for growth.
- ☐ Model program values through leadership, communication, and decision-making.