



Program Leadership: Administrator Checklist

For Programs Serving Deaf and Hard of Hearing Infants & Toddlers

Program leadership establishes the vision, systems, and decision-making processes that support high-quality, family-centered services for deaf and hard of hearing children and their families.

Vision & Program Direction

- ☐ Maintain a clear vision that prioritizes language access and ASL/English bilingual development.
- ☐ Ensure program philosophy is reflected in services, staffing, and decision-making.
- ☐ Include Deaf and hard of hearing adults in leadership, planning, and advisory roles.

Bilingual Services & Language Access

- ☐ Ensure bilingual, language-rich practices are consistently implemented across services.
- ☐ Support staff in providing accessible communication and language opportunities for every child and family.
- ☐ Monitor language access and address gaps in services.

Data & Continuous Improvement

- ☐ Collect and review data to evaluate child, family, and program outcomes.
- ☐ Use data to guide program planning, staffing, and quality improvement.
- ☐ Share program outcomes and progress with families, staff, and stakeholders.

Leadership & Shared Decision-Making

- ☐ Establish clear decision-making processes that align with program values and priorities.
- ☐ Include families and community partners in program planning and improvement.
- ☐ Promote collaboration, transparency, and accountability across the program.

Policies & Systems

- ☐ Review policies, staffing, and resource decisions through a bilingual language access lens.
- ☐ Remove barriers that limit communication, language access, or family participation.
- ☐ Advocate for policies and partnerships that strengthen services for deaf and hard of hearing children and their families.