



Systems Organization and Management MSDE COURSE SYLLABUS

Presenter: **Monica Grant** – *Director, Frederick County Developmental Center
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for Technology in Education*

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**Overview/
Description:** In the Systems Organization and Administration course participants will understand and use a systems approach as a foundation to the early intervention supports and services

**Targeted
Audience:** Participants in the EILA online cohort are early intervention professionals including program managers, physical therapists, occupational therapists, speech and language pathologists, special educators and service coordinators as well as parents of children with disabilities.

Rationale/Context: The Maryland State Department of Education (MSDE), Division of Special Education/Early Intervention Services (DSE/EIS) and Johns Hopkins Center for Technology in Education (CTE), are offering the Systems Organization and Management course as part of the annual Early Intervention Leadership Academy (EILA). This unique program is designed to prepare aspiring and current leaders in local Infants and Toddlers programs. Time away from work will be kept to a minimum by delivering most of the course activity in an online format.

Timeline: 4 weeks including a full face-to-face course kickoff

Outcomes: Participants will:

- Identify and discuss the broad range of interpersonal relationships and collaborative partnerships essential to the early intervention system.
- Understand the characteristics of cooperation, coordination and collaboration as descriptors of interagency relationships



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- Discuss the benefits and challenges of sustaining collaborative partnerships that are essential to the early intervention system.
- Relate discussion to multiple levels of relationships (interpersonal, interagency, interdisciplinary, etc.)
- Include weathering political, economic, cultural events that impact relationships on multiple levels.
- Describe how leaders develop strategies for building and sustaining relationships with individuals and organizations/agencies that enhance services and supports for families participating in the early intervention system.
- Identify and describe the communities that comprise and influence the EI system
- Describe the relationships among the various stakeholders in the early care and education community and how they influence supports/services for families with young children.
- Use environmental scanning to identify issues influencing EI system/practice as well as possibilities for change

Instructional Resources:

Week One	
“A Relationship-based Approach to Early Intervention” by Larry Edelman	http://olms.cte.jhu.edu/olms/data/resource/1144/A%20Relationship-based%20Approach%20to%20Early%20Intervention.pdf
LITP Interagency Agreement	Obtained locally or from MITP
Week Two	
“The Discipline of Collaboration” by Russ Linden from Leader to Leader Institute	http://www.leadertoleader.org/knowledgecenter/L2L/summer2003/linden.html
Week Three	
“SWOT Analysis”	http://erc.msh.org/quality/ittools/itswot.cfm
LITP Targeted Priorities Plan	Obtained locally or from MITP
Week Four	
“What is Strategic Planning”	http://www.nonprofits.org/npofaq/03/22.html



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<p>The Collaborative Planning Project for Planning Comprehensive Early Childhood Systems. Pages 8-9 and 28-30</p>	<p>http://www.nectac.org/~pdfs/topics/inclusion/TaskTipsTools.pdf</p>
<p>LITP Consolidated Local Implementation Grant, Comprehensive System of Personnel Development and Public Awareness Plan</p>	<p>Obtained locally or from MITP</p>