



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 14, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Directors of Approved Private Schools for Students with Disabilities
Route To: Human Resources Directors, Certification Staff
From: Diana M. Pasculli, Acting Assistant Commissioner
Division of Academics and Performance
Deadline: November 30, 2020

Annual Matrix Requirement to Review Certificated Staff Job Assignments

The New Jersey Department of Education (NJDOE) annually requires all districts, charters, renaissance school projects, and approved private schools for students with disabilities to review certificated staff assignments to ensure that there are appropriately certified staff assigned to specific teaching, educational support, and administrative positions.

The Matrix report is the product of cross-tabulating the previous year's NJ SMART Fall Staff Submission (i.e., 2019 for the current exercise) with the NJDOE's database of teacher, educational support, and administrative staff certifications. The resulting Matrix report lists all staff who might be working outside of their certificate area or who might have other issues related to their certificate status. Districts should identify issues with staff assignments and certificates, enabling them (including charters, renaissance school projects, and approved private schools for students with disabilities) to work with their NJDOE County Office of Education to confirm and correct any discrepancies.

NJDOE County Offices will continue to keep track of confirmed district out-of-field staff, according to the requirements of the New Jersey Quality Single Accountability Continuum (NJQSAC) process.

Action Step

Districts are required to complete this year's review of the Matrix report by **November 30, 2020** and to have the results inform future NJ SMART Fall Staff Submissions.

Shortly after receiving this memo, districts will receive the following items from their NJDOE County Office:

1. An electronic Excel file listing possible staff assignment issues (the discrepancy report);
2. A PowerPoint explaining the basic error codes in the discrepancy report; and
3. An electronic Excel file that matches approved job codes and titles with appropriate certification codes and titles (the Edit Link file).

Upon receipt of the items, please review and correct as needed. Each County Office must agree that its respective districts have correctly explained or corrected any potential errors. Please note that the Matrix discrepancy report will be password protected because it contains Social Security numbers. County Office staff will provide the passwords to school districts in a separate email.

Please contact your [NJDOE County Office of Education](#) with any questions.

c: Members, State Board of Education
Kevin Dehmer, Interim Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group