



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 20, 2021

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: Jorden Schiff, Ed.D.
Assistant Commissioner
Division of Field Support and Services

Deadline: November 30, 2021

Annual Matrix Requirement to Review Certificated Staff Job Assignments

The New Jersey Department of Education (NJDOE) annually requires all districts, charter and renaissance schools, and approved private schools for students with disabilities (APSSD) to review certificated staff assignments to ensure that districts have 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., 2020 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 out of their certificate area or who might have other issues related to their certificate status. School districts, charter and renaissance schools, and APSSDs should identify issues with staff assignments and certificates, and work with their NJDOE county office to confirm and correct any such issues.

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 Matrix review by **November 30, 2021** 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 your discrepancy report; and
3. An electronic Excel file (the Edit Link file) that matches approved job codes and titles with appropriate certification codes and titles.

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

For questions, please contact your [NJDOE County Office of Education](#).

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group