



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 26, 2022  
To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities  
Route To: Human Resources Directors, Certification Staff  
From: Christopher Irving, Ed.D., Assistant Commissioner  
Division of Field Support and Services  
Deadline: November 30, 2022

## Annual Matrix Requirement to Review Certificated Staff Job Assignments

The New Jersey Department of Education (NJDOE) annually requires all local educational agencies (LEAs), charter and renaissance schools, and approved private schools for students with disabilities (APSSD) to review certificated staff assignments to ensure that LEAs 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., 2021 for the current exercise) with the NJDOE's database of teacher, educational services and administrative staff certifications. The resulting Matrix report lists all staff who might be working outside of their certification area or who might have other issues related to their certification status. LEAs, charter and renaissance schools, and APSSDs should identify issues with staff assignments and certificates, and work with their County Office of Education to confirm and correct any such issues.

The County Offices of Education 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

LEAs are required to complete this year's Matrix review by **November 30, 2022** and use the results to inform future NJ SMART Fall Staff Submissions.

Shortly after receiving this memo, LEAs will receive the following items from their County Office of Education:

1. An electronic Excel file that is password protected listing possible staff assignment issues (the discrepancy report);
2. A separate email containing the password for the discrepancy report;
3. A PowerPoint explaining the basic error codes in your discrepancy report; and
4. 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.

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

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network

NJ LEE Group  
Garden State Coalition of Schools