



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 26, 2023
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: December 1, 2023

Annual Matrix Requirement to Review Certificated Staff Job Assignments

The New Jersey Department of Education (NJDOE) annually requires all local education agencies (LEAs), including approved private schools for students with disabilities (APSSDs), 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 New Jersey Standards Measurement and Resource for Teaching (NJ SMART) Fall Staff Submission (i.e., 2022 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 respective certification area or who might have certification status changes. LEAs and APSSDs should identify work with their respective County Office of Education to confirm, and if necessary correct, staff assignments and certificates.

The County Offices of Education will track confirmed out-of-field staff.

Action Step

Completion of this year's Matrix Report is required by December 1, 2023 inform NJ SMART Fall Staff Submissions.

LEAs and APSSDs will receive the following four items from respective County Offices of Education:

1. An electronic Excel file, password protected, listing possible staff assignment discrepancy report;
2. An additional email containing the password for the discrepancy report will be provided by the respective County Office of Education;
3. A PowerPoint defining basic error codes in the discrepancy report; and,
4. An electronic Excel file which matches approved job codes and titles with appropriate certification codes and titles.

Upon receipt of the items above, please review and make corrections as necessary. Each County Office of Education must confirm that its respective LEAs and APSSDs have correctly mitigated errors.

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

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