



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

**Date:** April 29, 2026

**To:** Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities

**Route To:** Principals, Content Supervisors, District Test Coordinators, and Teachers

**From:** Jorden Schiff, Ed.D., Assistant Commissioner  
Division of Teaching and Learning Services

**Apply By:** May 13, 2026 (Rolling applications will continue to be accepted after this date)

## Statewide Assessment Advisory Committee Recruitment

The New Jersey Department of Education (NJDOE) is seeking nominations for educators to serve on English Language Arts (ELA) and Mathematics Content Development and Review Committees for the state's adaptive assessments (New Jersey Student Learning Assessments-Adaptive (NJSLA-A), and New Jersey Graduation Proficiency Assessment-Adaptive (NJGPA-A)).

The purpose of the committees is to involve qualified, diverse educators in reviewing, developing, and setting standards for assessment items to ensure the quality, fairness, and alignment of New Jersey's statewide testing program.

### Action Item

Local education agency leads (LEAs), and administrators of approved private schools for students with disabilities (APSSDs) may nominate staff members to participate in the English Language Arts (ELA) and Mathematics Content Development and Review Committees. Participation in a committee's activities will play a vital role in ensuring the continued success and fairness of our assessment programs.

The committees are tasked with multiple responsibilities over the course of the calendar year, including:

**a. Passage Review (ELA Only)**

The ELA committee will review passages to ensure the texts contain appropriate content, support alignment to the standards, and are appropriately complex for the intended grade level. Once approved, the passages will have items written to them.

**b. Item Review**

Each newly developed item is reviewed by the committee to ensure content accuracy, grade level appropriateness, New Jersey Student Learning Standards (NJSLS) alignment, reading load, and presentation.

**c. Data Review**

The committee will review the performance of the field-tested items to determine if they should continue into the operational item bank, undergo revisions and be re-field-tested, or be rejected and not utilized in the future.

**d. Performance Level Descriptor Review**

With the development and implementation of a new assessment, a critical task is developing, reviewing, and editing the Performance Level Descriptors (PLDs). A PLD is the description of what a student knows and can do for each of the performance levels.

**e. Standard Setting**

Through this process, committee members will examine test items in a special test booklet in which items are ordered by difficulty. The standard setting process is taking the written descriptions from the PLDs and applying them to determine a numeric value represented by the scale score. Members will work toward a consensus recommendation to indicate where students demonstrated knowledge, skills, and abilities reflect grade- or course-level proficiencies for the NJSLA-A or graduation ready proficiency for the NJGPA-A as indicated by the PLDs.

**Time Commitment**

The time commitment for the prospective committee members will vary depending on the committee and meeting activity, with most activities occurring over 3–5 consecutive days. Committee members may be asked to participate in one or more of these activities held during both the school year and the summer as their availability permits. All committee members will receive appropriate, necessary training for each event.

**Honorarium/Stipend**

The participant’s district will receive a stipend of \$200 for substitute teacher and administration costs for both in-person and virtual meetings; all participants under contract will be reimbursed for mileage and tolls. Participants not under contract with their district, or on personal leave time, will receive a \$200 honorarium per day and reimbursement for mileage and tolls. Committee members in attendance will also receive professional development hours for their time and commitment to these important activities.

**Location**

While many of the meetings will occur virtually, the in-person meetings will be held at a central, accessible location in New Jersey and will include lunch.

**Considerations for Candidates**

The work of the committee is enriched by diverse representation. Participation in the committee requires a combination of expert judgment and an operational understanding of summative assessments. This crucial involvement will contribute to maintaining the quality, integrity, and effectiveness of the development and implementation of New Jersey’s statewide assessment program, ensuring that it meets high standards of accuracy, impartiality, and educational value. As the committee includes educators from grades three through high school, Chief School Administrators and Charter/Renaissance Leads are encouraged to nominate educators from differing grade bands (elementary, middle, and high school). (Previous applicants who have been approved to serve on the committee need not apply again.)

**Application and Nomination Forms**

All application and nomination forms for immediate meeting consideration must be submitted no later than **Wednesday, May 13, 2026**. Applications will still be considered on a rolling basis after

this date. An applicant will only be considered if they have completed an application, submitted a resume, and received a nomination by their Chief School Administrator.

The applicant should complete this [application form](#). They will also be directed to upload their resume with the application, along with the Chief School Administrator [nomination form](#).

**Contact Information**

If you have any questions, please contact the Office of Assessments at [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).