



**Department of  
Education**

Chancellor Richard A. Carranza

**LAURA HEMANS BRANTLEY, Esq.**

*Executive Director*

Office of Equal Opportunity & Diversity Management

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National Association for Bilingual Education  
11006 Veirs Mill Rd. #L-1  
Wheaton, MD 20902

Dear Sir/Madam:

I'm writing to share information about employment opportunities with the New York City Department of Education (DOE). The DOE believes that respect for diverse backgrounds and ideas is crucial to academic excellence. In order to further our goals of diversity, inclusion, and equal employment opportunity, we would like to request your assistance in referring qualified candidates to apply for available positions at DOE.

The DOE is an equal opportunity employer. As such, it is DOE policy to comply with all applicable federal, state, and local laws pertaining to discrimination and equal employment opportunity. According to Chancellor's Regulation A-830, it is the policy of the DOE to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction, except as permitted by law, predisposing genetic characteristics, unemployment status, caregiver status, consumer credit history, or status as a victim of domestic violence, sexual offenses, and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

DOE employment opportunities and internship opportunities can be found at <http://schools.nyc.gov>. Interested candidates should follow the application instructions listed on the DOE website. Please refer back to our website periodically to view updated listings.

Your assistance in referring all qualified candidates will help us achieve our commitment to equal employment opportunity. Thank you in advance for your cooperation.

Sincerely,

Laura Hemans Brantley, Esq.

Executive Director

Office of Equal Opportunity & Diversity Management

NYC Department of Education