

Norma Rosa

School Aide Supervisor - New York City Department of Education

Bronx, NY - Email me on Indeed: [indeed.com/r/Norma-Rosa/5fcdad1510110d2f](https://www.indeed.com/r/Norma-Rosa/5fcdad1510110d2f)

To obtain a position where my skills and experience will be utilized

Authorized to work in the US for any employer

WORK EXPERIENCE

School Aide

New York City Department of Education - Bronx, NY -

October 1997 to Present

Responsibilities:

- Supervision students
- Implementing income eligibility of school meals
- Writing behavior, recreational, and incident reports for administration
- Assisting School Based Clinic (MHHC) answering phones, documenting scheduled and walk-in appointments, height, weight vision screening, contacting parents with regard to updating students medical records, or emergency concerns, labeling medical forms and records, retrieving and filling medical records, documenting expired vaccinations
- Assisting Parent Liaison in drafting both monolingual and bilingual literature for parent workshops
- Documenting students anecdotes for administration
- Assuring that breakfast refuse is picked up and disposed of properly

School Aide Supervisor

New York City Department of Education - New York, NY -

November 2004 to June 2015

College of New Rochelle - Bronx, NY

2008 to 2011

Bilingual (Spanish), 40 wrp, knowledge of microsoft,

EDUCATION

High School Equivalency Diploma 11/99

College of New Rochelle - Bronx, NY

2008 to 2011

SKILLS

Bilingual (Spanish), 40 wrp, knowledge of microsoft,