

EDIE ROBERTS
Senior Administrative Assistant

Educational Services



Edie Roberts has been with Arcadia Unified School District for 22 years and has served as Administrative Assistant in Educational Services since 1999. Edie is a mainstay in the congenial climate of the District Office. She is patient, listens with interest and always shows a caring, positive attitude. She is well-respected and liked by all because she is always gracious, sincere and helpful.

Edie is highly professional and has excellent organizational skills. Her vast knowledge and experience make her a valuable asset to the entire school community. In recent years, with administrative retirements and movement, Edie has had four different supervisors and with each one she has had the ability to adapt with great efficiency to support their individual style and needs. As an interface with the public, Edie remains calm during the most trying conversations, always providing soothing understanding and direction in relieving anxiety and helping the caller resolve their issue. Always a challenge, Edie handles the demands of coordinating calendars and meetings with patience and efficiency.

Edie is a conscientious staff member and the perfect example of the true professional. She personifies the qualities valued by our District and we are proud to recognize her as a *Profile in Excellence*.