



American School of Brasilia

Learners Inspiring Learners

POSITION: iCommons Assistant - Temporary
REPORTS TO: Librarian and Technology Director
WORK HOURS: 7:45am - 4:45pm, Monday through Friday, with one hour for lunch
TERMS OF EMPLOYMENT: This is a temporary, fixed-term position to provide maternity leave coverage. The position is expected to begin in late October 2026 to allow for transition and training before the employee's anticipated maternity leave in November 2026. The assignment is expected to continue until approximately May 2027. The specific end date will be determined based on the duration of the maternity leave coverage and the employee's return to work, in accordance with the fixed-term employment agreement and applicable Brazilian labor legislation.

OVERVIEW

The iCommons Assistant provides administrative and operational support for the Upper School iCommons, helping ensure that the space is organized, welcoming, and efficiently maintained for students, faculty, and staff. The position assists with the daily operation of the iCommons, circulation of library materials, organization of resources, student supervision, and support for users.

As this is a temporary maternity leave replacement, the successful candidate must be able to quickly adapt to existing processes and routines, work independently after training, and provide consistent support to the Upper School iCommons throughout the duration of the assignment.

The iCommons Assistant works closely with the Librarian and Technology Director to maintain library resources and systems, assist users in locating and accessing materials, and support the effective use of iCommons spaces and resources. All responsibilities are performed in accordance with established library practices, EAB policies and procedures, and the needs of the Upper School community.

This position requires strong organizational skills, attention to detail, effective interpersonal communication, and a service-oriented approach when working with students, faculty, staff, and other members of the EAB community.

PREFERRED QUALIFICATIONS AND EXPERIENCES

- High school diploma required.
- Previous experience in customer service, library support, administrative support, or a related role preferred.
- English fluency.
- Basic computer literacy and ability to learn library management systems and other school technology.
- Strong organizational and time management skills.
- High level of accuracy and attention to detail.
- Good problem-solving skills and ability to follow established procedures.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and a service-oriented approach.
- Ability to work effectively and respectfully with Middle and High School students.
- Ability to work collaboratively as part of a team.
- Ability to manage multiple tasks and priorities in a school environment.

DUTIES AND RESPONSIBILITIES

- Model and support the EAB Mission, Vision, Values, and Beliefs.
- Provide administrative and operational support for the daily activities of the Upper School iCommons.



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- Open and close the iCommons as directed.
- Help maintain a welcoming, organized, and productive environment for students, faculty, and staff.
- Supervise student behavior in the iCommons, including before and after school, in accordance with school expectations and procedures.
- Assist students, faculty, and staff in locating books, resources, and other materials.
- Use MackinVision and other library systems to locate, organize, and manage library materials.
- Process and prepare books and other library materials, including adding and updating records in the library management system, reinforcing bindings, printing and applying spine and barcode labels, and performing minor repairs.
- Check library materials in and out using the appropriate library system.
- Reshelve books and other materials and ensure that collections remain properly organized.
- Assist users with iCommons equipment and resources.
- Provide basic assistance to users with available technology and refer more complex technical issues to the appropriate staff member.
- Assist with displays, exhibitions, and other iCommons projects and activities.
- Support the scheduling and organization of iCommons conference rooms.
- Maintain an adequate inventory of iCommons supplies and inform the appropriate supervisor when additional materials are needed.
- Assist with the preparation of books, materials, displays, and other activities related to the EAB Book Fair and participate in the event as required.
- Help maintain the organization and general condition of iCommons spaces, resources, and equipment.
- Support special projects and school events related to the iCommons as assigned.
- Perform assigned tasks in a timely and accurate manner to support the effective operation of the iCommons program.
- Perform other duties as assigned by the Librarian or Technology Director.

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty, and staff who have differing cultural, linguistic, and national backgrounds.
- Provides courteous, respectful, and helpful service to all iCommons users.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school-wide teams.

The responsibilities listed in this job description are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Employees may be required to perform other related duties as assigned to support the successful operation of the Upper School iCommons and the School.

Employment in this position is temporary and is specifically intended to provide maternity leave coverage. The assignment will conclude upon completion of the maternity leave coverage and the return of the employee being replaced, or as otherwise established in the fixed-term employment agreement, in accordance with applicable Brazilian labor legislation.