



#### WHO WE ARE

The **Student and Family Services Division (SFSD)**, of the San Francisco Unified School District, is primarily in service to students and families. All of our work is rooted in the core tenets of anti-racism and authentic partnership. The Student & Family Services Division works with site student support professionals (for example, school social workers, wellness staff, school nurses, and more) and centrally-assigned staff, who are engaged in school consultation AND direct work with students and families, and who hold tiered supports such as compliance work (e.g. attendance/SARB, suspension/expulsion, 504) AND focal services (e.g. LGBTQ, RISE-SF, Foster Youth Services, and Students and Families Experiencing Homelessness (SAFEH) and central MS/HS counselor supports). We center students and families in everything that we do.

**LGBTQ Student Services**, a program of SFSD that has aimed to create welcoming and affirming schools for all Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning Students and their families since 1990.

#### WHAT IT MEANS TO BE AN LGBTQ LIAISON

**LGBTQ Liaisons** work with **LGBTQ Students Services**, including all Student & Family Services Division staff, to support schools' capacity to fulfill [our responsibilities to LGBTQ students](#).

**LGBTQ Liaisons** partner with students to help SFUSD schools be welcoming and affirming of students of all LGBTQ identities. This is achieved through the creation of comprehensive student driven practices and programming.

#### Desired Skills & Strengths

**LGBTQ Liaisons** are passionate school staff with diverse racial/ethnic backgrounds, talents, and experiences who are strong collaborators, skilled communicators, and problem-solvers comfortable in a community of continuous learning. They distribute information about community programs, support, internships, program updates and virtual events to students and staff. They coordinate an [LGBTQ Student Group](#) and notify [LGBTQ Student Services](#) staff about any education or support needs.

**LGBTQ Liaisons** will collaborate with student support professionals (i.e. Wellness Center staff, school social workers, school district nurses, health education teachers, school counselors, etc.). Liaisons should consider joining their school site's Coordinated Care Teams to promote wellness, socio-emotional health, and inclusive and supportive learning environments.

**LGBTQ Liaisons** are staff allies of our queer, transgender, nonbinary, and questioning students who:

- **take space, make space** - advocate and leverage adult privilege when LGBTQ students cannot, and show up, follow and/or share resources when LGBTQ students speak up and lead.
- **demonstrate humility** - practice a continuous cycle of growth and awareness of their own positionality, privileges, and biases, are open to feedback and shifting their practices.
- **center healing and self-love** - promote radical allyship and leadership centered in self-care and encourage repairing harm within and between marginalized students and staff.
- **model and encourage solidarity and intersectionality** - bring visibility to the interconnectivity between all forms of oppression and encourage collaboration among student groups; use of culturally relevant and inclusive teaching materials and practices; challenge racial inequity; call-in and address slurs, hate language, and other forms of harmful discourse.
- **promote student leadership** - support students in their individual processes to speak up and take space; encourage equity of voice among students; create opportunities for shared decision making; share knowledge; take responsibility for helping to navigate bureaucracy; listen and follow when students make a call to action.



## Middle & High School LGBTQ Liaison

Role Description  
2023-2024

### ESSENTIAL DUTIES, RESPONSIBILITIES, EXPECTATIONS, & COMPENSATION

The full amount (\$1,200 per site) will be paid only to those who complete and document required role responsibilities (see below). The liaison role and payment may be shared between multiple staff.

	What?	When	Staff Time Commitment
<b>Attend Central Meetings - In Person: 20 Cook Street, SF CA 94118</b>			
New School Year Launch (optional)	Attend meeting	Fall 2023 5:00-6:30pm	1.5 hours
Spring Check-In & TOT tobacco training <b>(mandatory)</b>	Attend meeting	January 25, 2024 5:00-6:30pm	1.5 hours
End-of-Year Debrief <b>(mandatory)</b>	Attend meeting	May 16, 2024 5:30-7:30pm	2 hours
<b>Activities for Stipend Subtotal - \$300</b>			
<b>Activities</b>			<b>Staff Time Commitment</b>
Submit logs for GSA Meetings	<a href="#">Submit Logs for Meetings</a> (minimum 5 per semester)	May 24th, 2024	10 hours
Coordinate GSA Lunchtime Activity	<a href="#">Form Submission</a>	May 24th, 2024	2 hours
Present to your site staff about your role, LGBTQ student rights, tobacco use rates and community resources. <b>Submit agenda of staff meeting.</b>	<a href="#">Form Submission</a>	March 22nd, 2024	2 hours
Present Tobacco Reduction Presentation to GSA. <b>Record number of attendees.</b>	<a href="#">Form Submission</a>	March 22nd, 2024	2 hours
<b>Activities Stipend Subtotal - \$900</b>			
<b>Total</b>			<b>\$1200</b>



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Administrative Duties must be completed in order to receive payment - these data are required for our grantors & SFUSD payroll		Due	
Complete the End of the Year Program Evaluation	Forms will be emailed at beginning of May	May 24th, 2024	
Stipend and Plan to Return Survey			

HOW TO APPLY

To be considered for the LGBTQ Liaison role, please:

- **New Liaisons:** [Complete an application](#)
- **Returning Liaisons:** Inform us of your intent to continue

Forms are due by **September 20, 2023**. The LGBTQ Student Services team will then review your form and contact you directly.

**Thank you!**