

5 Minute Activity

Know Your Job, Do Your Job - Work Ethic

Read the following statements from *Leadership Philosophies of the Clovis Unified School District*. Then read the letter from Colonel Mark Baran to the 22nd Air Refueling Wing from McConnell Air Force Base. Next, complete one or more of the discussion prompts below.

- Whatever you do, do it well.
- Work ethic 2nd to none.
- Work hard with and for your team.

Staff Letter

Published Nov. 9, 2018

By Col. Mark Baran, vice commander
22nd Air Refueling Wing

MCCONNELL AIR FORCE BASE, Kan. -- The saying 'many hands make light work,' still holds true here at McConnell. Everyone here is essential to success and mission accomplishment — there is no one that is extra. The best way for us to get after our mission is for everyone to know their job, and then do their job.

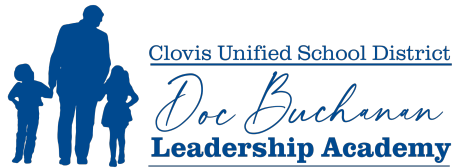
Know your job. When you don't, you're forcing someone else to not only do their job but teach you how to do yours. This is expected during upgrade training, but once you're signed off, strive to become an expert in whichever work center you're assigned. After you're an expert in your job, start learning your wingman's job. This cross-functionality will help take our team to the next level.

Do your job. Once you've learned your job, well you have to actually do it. If you're putting in less than your best effort every day, then someone else is picking up your slack. Eventually that someone else is going to get tired, and possibly look to serve in a different capacity. This weakens our team. Doing your complete duty is a necessity in any military organization. You cannot pick and choose which parts of the job you *like* to do; the team needs you to do *all* of it.

Success isn't hard to find, it's hidden behind hard work — the type of work you do here every day. We need the entire team to know and do their job.

Discussion Prompts:

Emerging Leaders (101): The staff letter written by Col. Mark Baran sounds much like something we would say to those we lead in CUSD. Examine the three value statements above and explain how they align with the letter. How would you describe these three values to someone outside of Clovis Unified?



Established Leaders (201): Create a 30 second elevator speech giving this same message to those you supervise.

Tenured Leaders (301): Think about a new hire or someone you are reassigning. Identify key elements that should be in any training plan to ensure understanding of their responsibilities as a CUSD employee.