Founded in 1948, Norfolk Collegiate is a co-educational, college preparatory PreK-12 school located in Norfolk, Va. The school’s two campuses are home to approximately 600 students. A strong sense of community and high expectations for student engagement, leadership and honorable living are among the elements that make the school truly distinctive. Norfolk Collegiate offers robust honors and Advanced Placement programs and was the first school south of Richmond and the first independent school in Virginia certified to offer the AP Capstone Diploma™ program. The school’s mission, to develop “critical thinkers, doers and explorers through innovative, engaging instruction in an inclusive and supportive learning community,” and vision, “innovative learning for a changing world,” define an educational philosophy and curriculum dedicated to student-centered, hands-on, inquiry- and project-based learning. Norfolk Collegiate is accredited by the Virginia Association of Independent Schools and the Southern Association of Colleges and School.

FULL-TIME BENEFITS AT A GLANCE

**PAID LEAVE DAYS**
- Sick (7)
- PTO (13)

**OTHER PAID LEAVE DAYS**
- Jury Duty (5)
- Religious Leave (3)
- Bereavement Leave (3)

**OPTIMA HMO/PPO HEALTH INSURANCE AND EYEMED VISION PLAN**
Norfolk Collegiate offers comprehensive medical and vision insurance through Optima Health. Optima Health offers programs to support members with chronic illnesses, customized wellness programs, and integrated clinical and behavioral health services.

**DELTA DENTAL PREMIER PPO DENTAL INSURANCE**
Voluntary dental insurance is available to eligible Norfolk Collegiate employees through the nation’s leading provider of dental insurance, Delta Dental. With a focus on prevention, dental insurance typically covers professional services like routine check-ups, cleanings and exams at 100%.

**CIGNA LIFE INSURANCE**
Norfolk Collegiate provides employer paid life insurance coverage of $25,000 for each employee. Employees are eligible to purchase additional life insurance for their spouse and/or dependents at an additional cost through a monthly payroll deduction.

**CIGNA LONG-TERM DISABILITY**
Norfolk Collegiate provides Long-Term Disability coverage to all full-time employees at no cost that becomes effective three (3) months after an employee’s start date. LTD covers 60% of salary to a maximum of $6000/month to employees that qualify for a claim.
CIGNA SHORT-TERM DISABILITY
Employees are eligible to participate in the Short-term Disability program. Short term disability insurance pays a portion of the employee’s salary if the employee is unable to work due to a covered disability.

FLEXIBLE SPENDING PLAN
Norfolk Collegiate offers the opportunity for participation in a Flexible Benefit Plan (Cafeteria Plan) that provides the opportunity to use pre-tax dollars for health, dental, NCS group plan health and dental insurance, and child-care expenses.

401 K PLAN
Employees are eligible to participate with employee contributions to a Norfolk Collegiate sponsored (401K) retirement plan through John Hancock Retirement Services. Norfolk Collegiate will match contributions up to 1%.

LEGAL RESOURCES
Employees are eligible to participate in the services of Legal Resources, which is a vendor that provides a vehicle for legal counsel and representation for a monthly payroll deducted fee.

TUITION REMISSION
Norfolk Collegiate has a policy of tuition remission and certain employee positions are eligible for the benefit. Contact Human Resources to determine if your position qualifies and at what level.

EXTENDED CARE
Norfolk Collegiate offers all employees before and after school extended childcare within the existing program of the school at no cost to the employee during the academic school year.

LUNCH PLAN
Cafeteria service is available at no cost for all staff and faculty during the days that school is in session for students.